SCHOLARSHIP FOR WORLD RETREATS

Currently, WAN provides 12 full scholarships annually for HIV positive women to attend WORLD's two retreats. (The next retreat is scheduled for April 17-19.) Traditionally, Barbara Garcia has made the decision on whom should receive the scholarships. Fortunately, we have allocated enough money to the scholarship fund to grant scholarships to every applicant. Because of the rise in popularity of the retreat as well as the limited number of scholarships available elsewhere, we believe that the number of applicants will soon outstrip the funds. Therefore, we need a policy to determine who will receive the scholarships. Please review the 7 point plan listed below for the March 23rd Board meeting and bring your suggestions as well as volunteer spirit.

1. An ad hoc Scholarship Committee will form from the current board and any other interested parties. The Committee will decide on a deadline for accepting applications, develop criteria* for selecting recipients and inform WORLD and Ami of the process and deadline.

2. The attached scholarship application will be distributed by WAN upon request and will be available directly from Barbara Garcia.

3. Applicants will complete the application and submit it to WAN prior to the deadline.

4. The Scholarship Committee will review the applications in a timely manner and determine who will receive the scholarships.

5. The Committee will send the recipients a letter announcing receipt of a scholarship and information about WAN. The Committee will draft the letter and Ami will send it out.

6. The Committee will instruct Theresa to send a check for the total amount of the scholarships directly to WORLD with the names of the recipients attached.

7. The Committee will inform the Board of their decision at the April Board meeting.

*Possible criteria can include: did the applicant receive a scholarship from WAN in the past 12 months, what is the health and well being of applicant, is the applicant a parent responsible for other family members, etc. (First time attendees to the retreat are eligible for scholarships from WORLD.)
Wan Scholarship Fund: 1995

Name:
Address:

Phone Number:
Age:
Ethnicity:
Source of Income:
Dependents:

Special Financial Needs: (Dependent you cannot claim or alternative therapy expenses)

Number of Retreats attended:

Previously received a WAN Scholarship? If yes when?

Health Status/ Disabilities:

The Women's AIDS Network will review applications and you will be informed by early April. We will also help you look for other sources if we are unable to give you a scholarship. Women who are employed will be asked to pay 1/2 of their registration fee.

For more information, please contact the WAN Office (415) 621-4160.

584 CASTRO ST.
SUITE 321
SAN FRANCISCO, CA
94114
(415) 621-4160
March 16, 1995

WAN Board Meeting Minutes
25 VanNess 2/16/95


Absences: Leatha Jones, Helen Miramontes.

Next Board Meeting-
Thursday, March 23rd, 4-6pm at 25 VanNess, 3rd Floor.

Committee Reports:
Membership/Development- Working on a follow-up letter to target those people who received, but did not respond, to membership drive letter sent in January. We need to first track the persons who did not donate or join, then put together the letter. Target date is late March, early April. It is a one-time shot, since most response happens within 3 months.

Public Policy Committee
Currently working on a *grant, to receive funding from AIDS Walk. Also- Eileen Hansen will be presenting at upcoming Women and HIV Infection Conf in Wash, D.C; attending Center for Womens policy studies’ Think Tank in Washington. Change in PP mtgs- 2nd Tuesday: 1-2:30.- ALRP

Personnel Committee (ADHOC)
Proposed self evaluation for Ami Becker's participation as only paid staff for WAN. This will be a discussion meeting in March.

Executive Committee
No meeting in March with the SF AIDS Foundation. We will try to get a confirmation for our April meeting, in which the foundation will discuss with us their stand on Women and Children Issues. Eileen is scheduling individual lunches with all Board Members to discuss Board Participation. Board Meetings will be regularly scheduled for the fourth Thursday of each month, from 4-6pm.

Education Committee and Special Womens fund No reports, as no members of these committees were able to be present for 2/95 Board Meeting.

Burnet not approved at this time, due to computer expense questioned; tabled to next meeting.

* Collaborative Proposal for classic/Action did not work out for WAN.

**Correction in last Exc Committee minutes- Ami Beckers reg fee allotment for WASH DC conf $295.00, not $250.00.
Member Confirmations for upcoming workshops:

fundraising Workshop- Thurs 3/9 4-6 pm
Lisa
Margot
Lorene

Board Roles and Responsibilities
Thurs 3/11 4-6 pm
Susan
Lorene
Yoizenda

Recruitment of New Board Members:
We have 2 open positions.
All suggestions must be unanimous vote from all present board members. Nominations for recruitment were:

Michelle Nugent
Pilar Laboure
Emily Perez
Lynda Gonzales

Introductory/ Welcome Packet will be sent to these women, inviting them to the 23 March Board Meeting.

We need to keep in mind our commitment to having a Board body that is ethnically diverse and has a good portion of membership made up of Women living with HIV.

**********************
Minutes from 1/20/95 Approved.

Next Meeting Agenda:
1. Vote on WAN Board officers
2. Meet Potential new Board members
3. Approve Budget

***********
Introductory/ Welcome Packet should be sent to these women, inviting them to attend next WAN Board Meeting( 3/23.)
Administrative Report by Ami Ann Becker, MPH

General Staff Activities: (Just a reminder) Calls, mail, follow-up letters, coordinate meetings &
events, Newsletter, develop & constantly update database, organize, ongoing outreach & PR for WAN,
supervise volunteers & interns, collaborate & coordinate with committees and manage the WAN office.

1. Computer: Our database is currently on Filemaker Pro. I have been using the computers
at Epicenter because they have that program. I hope to work with Lorene and the
membership/development committee to update and expand our membership.

2. Committees Reports: This is important for the Newsletter. If you have particular
committee needs or additional announcements, please follow-up after the general
membership meetings with a written report. Get the committee gossip going!!!

3. Intern Projects: (The Education Committee will Co-Supervise)
   a.) Information Packet- Please start collecting your current articles on Women and HIV!!
   The following categories are being researched: Pregnancy & childbearing; lesbians &
bisexuals; women of color; heterosexuals; prevention; symptoms; domestic & street
violence; IVDU; prostitution; youth; treatment; statistics; global women’s issues; mental
health and research. Please give feedback on these categories!! The goal is to complete this
project by Spring ’95. This will be a potential income generation project!!! Suzanne Fajen
is our stellar intern who is making this project happen.
   b.) Resource Pamphlet- A final list of resources have been collected. So far the use is
primarily used for our referrals. However, it is possible to develop a brochure on local
services for women and HIV. It would also be valuable to collaborate with Johanna Breyer
at the AIDS Foundation to further develop women and HIV resources in order to update
and inform the HOTLINEs. What do you think? Would you like to get involved?

4.) Ad-Hoc Newsletter committee is needed: The newsletter is new and improved.
Please give me your feedback on the text and style. How would you like to see the
newsletter in the future? I am currently collaborating on the newsletter with Innosanto
Nagara, a graphic designer. However, we will need to allocate a budget if improvements are
suggested. The computer is not capable of running pagemaker and is not capable of being
upgraded to do so. So, again a budget is necessary for computer use and assistance. Our
newsletter is important to our members!!!
3/16/95

WAN Executive Committee
Meeting Minutes- 3/15/95
ALRP 1:30-3:30

Present:
Eileen Hansen, President
Karen Topakian, Vice-President
Teresa Swanick, Treasurer
Lisa O'Connor, (acting) Secretary

Agenda-

World Scholarship Proposal
Board training
Amy's Proposals
AIDS Foundation

*******************************************************************************

1. WORLD Scholarship proposal:
Barbara Garcia and Karen developed a questionnaire for the selection process of applicants for WAN's scholarship fund to WORLD Retreats. More work needs to be done on this process, and the suggestion is that an ADHOC committee is formed to work on this process.

Proposed priority considerations are:
HIV+ Woman symptomatic
Women with dependant children
Isolated Women
2nd timers
Low-income women

The scholarship amount that WAN has allocated to WORLD retreats is $1,200.00 annually, or $600.00 per retreat.

Teresa, WAN secretary will need a written request or invoice before this check is cut. It has been recommended that WAN send confirmation letters to Scholarship recipients, but send the check to WORLD.

2. Training
It is a general consensus that WAN Committees are not as effective as we could be. It was a previous suggestion that WAN hire Lynda Gonzales to facilitate a second training for WAN Board members; however, the new suggestion is that we wait on this expense until we have a new, full board, as many current members have already participated in a training with Lynda.

Instead, the suggestion is that interested WAN Board members are funded for the following, upcoming training:

Support Center:
Board Meetings, Committees and Organization
Tuesday, 4/25 4:30-6:30 pm
3. AIDS Foundation

Pat Christen will be attending WAN's upcoming community mtg 4/4. The meeting will be at Lyon Martin, and will run 930 am until 1200 noon. Pat will be accompanied by 3 members of the client services dept. We have 30 minute allotted for this portion of the meeting; 1130-1200. It is important that the foundation leaves a large portion of this time for attendees questions. Eileen Hansen, who is facilitating this meeting, will lay out some ground rules to ensure that this meeting be effective and conversational, and will allow for all to be heard and expressed, in a way that serves the group.

4. Amis Proposals-discussed, but tabled.
Minutes from 3/15/95
Membership and Development Committee

Present: Susyn A., Lorene R. and Eileen H.
Absent: Margot A., Lisa O.

- The current membership letter was revised. It is encouraging people to become paid members.

- A reminder will be put in April's newsletter letting people know this will be their last free newsletter. A membership envelope will be included in each April newsletter.

- Copy paper has been delivered to Ami along with the revised membership letter to be copied on Monday 3/20/95. She will bring the new letter to the Board Meeting.
- Lisa will be asked if arrangements can be made with Walden Detox to stuff the envelopes for the mailing.
- At the Membership meeting all guests will be asked why they haven't become paid members... (politely of course).

No direct action needs to be taken by the Executive Board at this time.
TO: Women's AIDS Network Board of Directors
FROM: Public Policy Committee (Eileen Hansen, Karen Topakian, Rachel Maddow and Yalonda Jones)
DATE: 16 March 1995
RE: Report on 14 March Policy Committee meeting

INFORMATION:

Guardianship
--CA Assemblymember Byron Sher of San Mateo wrote legislation that will remove the words "within 2 years" from an existing bill on joint guardianship. These words refer to an approximate date when the parent is expected to die and the guardianship would be in effect.
--Yalonda Jones agreed to ask clients and counselors at Ferguson and Baker Place if they have had any experience with or opinions about joint or standby guardianship.

Prisons/Compassionate Release
--A bill has been introduced into the California Assembly for "Medically Incapacitated Parole," sponsored by Assembly member Villaraigosa from L.A. The Compassionate Release working group, and others will be meeting with the Assemblymember on Wednesday March 22 in Sacramento to discuss strategy for getting this bill passed. For more info call Rachel Maddow at 291-5454.

Resistance to Prop. 187
--A campaign to inform Californians that Prop 187 is not in effect is being undertaken. A one page memo will be distributed explaining that 187 is not the law yet and strategies on how health care providers can resist it if the current legal battles lose. For more info call Rachel Maddow at 291-5454.

Center for Women Policy Studies Think Tank Meeting
--Eileen Hansen attended this meeting in Washington. The original day long meeting agenda on surveillance and confidentiality was replaced by a discussion of the about to be released CDC guidelines on HIV testing of pregnant women. WAN and the AIDS Legal Referral Panel will jointly submit comments about these proposed changes. Other organizations will be urged to submit their own comments or sign on to ours. Call Eileen Hansen for more info at 291-5472.

AIDS Lobby Day
--AIDS Lobby Day is set for Monday May 8 in Sacramento. Karen Topakian agreed to be the WAN liaison to the AIDS Budget Coalition for this annual event. WAN will urge the Coalition to hold specific lobbying training workshops for women, youth and people of color prior to the lobby day as a way of recruiting more people into attending. A tentative date of May 4 was set by the Policy Committee for a women's training. If you are interested in Lobby Day, please call Karen Topakian at 415 648-3159.

DISCUSSION:

WOMEN AND HIV POLICY AGENDA
--In our continuing efforts to develop a women and HIV policy agenda, WAN members attended a WORLD mailing event to meet informally with HIV positive women. WAN reported back on the
comments made by the WORLD women regarding services and obstacles to receiving them. The Policy Committee decided to host a social event at WORLD during the week of April 24 to reach more HIV positive women. Karen Topakian will discuss this with Rebecca Denison. Olivia Baldain agreed to ask women who attend the General’s Women’s Clinic about their service and treatment needs. Yalonda Jones agreed to do the same with women clients at Baker Place. Karen Topakian contacted Smith-Ryan House to speak with residents who are HIV positive.

NEXT MEETING:

--Tuesday April 11, 1-2:30 at the ALRP office, 114 Sansome Street, suite 1129 at the Montgomery BART/Muni stop.
March 15, 1995

Education Committee Meeting, 3/15/95

Present: Olivia Baldain, Suzanne Fajen, Barbara Garcia.

FORUMS:
April - Norman Hoteling will present concerning women, violence and HIV. The meeting will go an extra 1/2 hour so that the San Francisco AIDS Foundation can present information about the women and children's programs at the foundation.

May - A panel of HIV+ women with children.

June - Organizations that provide services to women and families; Coalition for Positive Families, Legal Services for Children and the HOPE project.

INFORMATION PACKET;
Suzanne, a volunteer in the office, has been working on the information packet. She is writing an overview of various topics which the education committee will review. These overviews will be combined with articles pertinent to the subject and put in a binder which could be sold. There are still questions about what type of binding and cost.
The information packet will be presented to the full board when there is a copy ready to be reviewed. Since Suzanne is doing this for a senior project she will go ahead and have one copy completed.

RESOURCE BOOK;
The education committee has not agreed to a resource book as a project for either the committee or WAN. It was felt that there might be some confusion about the difference between the information packet, which is information sent to people who call or write for information and a resource book which was meant to be used in the office to help direct people with questions.

The next education meeting will be held on April 19th, at 815 Eddy Street, 1st floor. We start at 4pm and end at 5pm.
AGENDA

1. Announcements
2. Approval of Agenda/Additions
3. Minutes of January 20 approved (enclosed)
5. Staff Report — action items only (enclosed)
6. Committee Reports — action items only (Ex. Comm. report enclosed)
7. Meeting and Facilitation Schedule
8. 1995 Budget Finalized (Treasurer’s proposed budget enclosed)
9. Election of Board Secretary
10. Open Board Positions: discussion
11. Evaluation of Meeting

(please read enclosures for discussion at meeting — in addition to the above enclosures, the following are also included):

- Support Center Training Schedule (to be discussed)
- WAN Approved Board-Staff Communications Policy (information only)
- WAN Approved Resignation/Leave of Absence Policy (information only)
- Amended Buddy System (information only)
- Staff Report of January 20 (information only)
WAN BOARD MEETING MINUTES JANUARY 20, 1995.

PRESENT: EILEEN HANSEN, KAREN TOPAKIAN, LISA O’CONNOR, MARGOT ANTONETTI, LORENE ROMERO, THERESA SWANICK, BARBARA GARCIA, CARA PAGE, AMI BECKER.
EXCUSED ABSENCES: HELEN MIRAMONTES, OLIVIA BALDAIN,

1. AGENDA APPROVED

2. MINUTES OF 11/18/94 & 12/15/94 APPROVED.

3. FINANCIAL REPORT (THERESA); CALIFORNIA FEDERAL HAS WAIVED ALL CHECKING FEES FOR THE SWF CHECKING ACCOUNT. WAN ALSO HAS OVERDRAFT PROTECTION ON THE SWF CHECKING ACCT NOW. BARBARA AND THERESA WILL TRY TO COORDINATE BETTER SO THERE IS NO CHANCE OF OVERDRAWING. EILEEN WILL SEND A THANK YOU NOTE TO THE BANK.

   SINCE THERESA DOES NOT RECEIVE THE BANK STATEMENT UNTIL THE MIDDLE OF THE MONTH IT IS DIFFICULT FOR HER TO HAVE THE FINANCIAL REPORT READY IN TIME TO MAIL BEFORE THE BOARD MEETING. BECAUSE OF THAT WE WILL CONSIDER MOVING BOARD MEETING TO LATER IN THE MONTH.

4. WE WILL ROTATE BOARD MEETING TIMES. TENTATIVE SCHEDULE FOR BOARD MEETINGS WILL BE THURSDAYS 4-6 AND TUESDAYS 9-11. NEXT BOARD MEETING WILL BE FEB. 16TH, 4PM-6PM, AT 25 VAN NESS, 3RD FLOOR. KAREN WILL FACILITATE.

STAFF REPORT (SEE ATTACHED):

5. THE ADMINISTRATIVE REPORT WAS PRINTED AND DISTRIBUTED. THERESA AND LORENE WILL GIVE COMPUTER SUPPORT TO AMI. THE NEWSLETTER WILL BE DISCUSSED AT THE EDUCATION COMMITTEE. THE NEWSLETTER HAS A NEW LOOK, THANKS TO AMI AND A CONSULTANT.

EXECUTIVE COMMITTEE:

6. KAREN PRESENTED A PROPOSAL FOR BOARD RESIGNATIONS AND LEAVES OF ABSENCE. THE BOARD APPROVED THEM WITH ONE CHANGE. KAREN PROPOSED A POLICY FOR BOARD STAFF COMMUNICATION AND THE BOARD APPROVED WITH NO CHANGES. COPIES OF EACH WILL BE MAILED TO ALL BOARD MEMBERS.

7. THE BUDGET WAS TENTATIVELY APPROVED. THERE WERE SOME ADDITIONS AND CHANGES AND IT WAS AGREED THAT THE EXECUTIVE COMMITTEE WOULD MAKE RECOMMENDATIONS AT THE NEXT BOARD MEETING.

7.a EILEEN PASSED OUT BOARD EXPENSE REIMBURSEMENT AND VOLUNTEER TIME SHEETS AND ASKED BOARD MEMBERS TO BRING THEM TO MONTHLY MEETINGS.
8. THE PROPOSAL ABOUT OFFICE SPACE WAS TABLED UNTIL NEXT MEETING.

DEVELOPMENT/MEMBERSHIP:
9. WAN WOULD LIKE TO TABLE AT THE HIV UPDATE CONFERENCE, STARTING JAN.31ST. SINCE WE HAVE SO LITTLE LITERATURE IT WAS AGREED THAT WE WOULD SHARE A TABLE AND COST UP TO $100 WITH ANOTHER ORGANIZATION, HOPEFULLY WORLD. LISA AND AMI WILL COORDINATE.

10. THE MEMBERSHIP LETTER WENT OUT. THANK YOU TO LISA AND THE FOLKS AT WALDEN HOUSE.

11. THE DEVELOPMENT COMMITTEE WILL BRING PROPOSALS TO THE NEXT BOARD MEETING AND ALSO TRY TO MEET WITH THE EDUCATION COMM.

12. THE CLASSICAL ACTION BENEFIT FUNDS ARE BEING HANDLED BY THE TIDES FOUNDATION. THEY ARE PARTICULARLY LOOKING TO FUND COLLABORATIONS AND HAVE INVITED CERTAIN GROUPS TO APPLY. WE WERE NOT ASKED TO APPLY BUT WE COULD CALL AND ASK ABOUT IT OR WE COULD WORK WITH THE ALREADY EXISTING WOMEN’S HEALTH CARE COLLABORATIVE. FUNDS RAISED COULD BE USED TO IMPROVE SWF’S QUESTIONNAIRE SO IT COULD BE USED FOR A NEEDS ASSESSMENT. EILEEN WILL MEET WITH BARBARA AND THERESA TO DISCUSS THIS.

WOMEN’S FUND:
13. BOARD MEMBERS WILL GET SUGGESTIONS ABOUT THE SWF QUESTIONNAIRE TO BARBARA BEFORE THE NEXT BOARD MEETING.

EDUCATION:
14. FORUM TOPICS ARE SET FOR FEB. - MAY: FEB. WILL BE PUBLIC POLICY, MARCH WILL BE CONFERENCE UPDATES AND/OR PRESENTATION FROM THE S.F.AIDS FOUNDATION, APRIL WILL BE VIOLENCE, HIV AND WOMEN, AND MAY WILL BE EMPOWERING SPECIAL POPULATIONS. THE MURAL PROJECT WAS NOT ACCEPTED BY THE EDUC. COMM. IT WOULD NEED SUPPORT FROM THE BOARD. IT WAS PROPOSED THAT AMI NOT USE STAFF TIME OR WAN MONEY FOR THE MURAL PROJECT. IT WAS APPROVED THAT SHE COULD USE MEMBERSHIP MEETING TIME AND THE NEWSLETTER TO INFORM ABOUT THE PROJECT.

WORLD SCHOLARSHIP COMMITTEE PROPOSAL.
15. WILL BE ON THE AGENDA AT NEXT BOARD MEETING.

POLICY COMMITTEE DISTRIBUTED THEIR REPORT.

16. LISA O’CONNOR WILL SERVE AS TEMPORARY BOARD SECRETARY FOR THE MONTH OF FEBRUARY.

17. OPEN BOARD SLOTS WILL BE DISCUSSED AT THE NEXT MEETING. EILEEN ENCOURAGED BOARD MEMBERS TO THINK OF POTENTIAL MEMBERS WHO ARE HIV+ WOMEN, WOMEN OF COLOR AND WOMEN WITH SPECIAL SKILLS NEEDED BY THE BOARD.
PAGE 3

18. THE S.F. AIDS FOUNDATION HAS PROPOSED A MEETING TO ANSWER OUR LETTER AND DISCUSS SERVICES FOR WOMEN. EILEEN WILL INVITE PAT CHRISTEN OF THE SFAF TO SPEAK AT THE MARCH MEETING. THOSE AT THE FEB. MEETING WILL BE ASKED IF THEY WOULD LIKE TO EXTEND THE TIME OR CHANGE THE USUAL AGENDA TO ACCOMMODATE THIS DISCUSSION.

19. KAREN, MARGOT, LISA AND EILEEN WILL BE ON AN AD HOC COMMITTEE TO FORMULATE PLANS FOR STAFF EVALUATION.

20. MEETING EVALUATION.

PLEASE NOTE: NEXT MEETING THURSDAY, 2/16/95, 4 - 6, 25 VAN NESS, 5TH FLOOR.
Meeting Minutes—WAN Executive Committee
2/7/95—ALRP Office 4:30 pm

Present: Eileen Hanson, WAN President
Karen Topakian, WAN Vice President
Teresa, Treasurer
Lisa O’Connor, Acting Secretary

AIDS foundation/WAN Meeting
Re: AIDS Foundation Women and Childrens Program.
We have invited the AIDS Foundation to attend a WAN Community Meeting 3/7/95. The meeting time would need to be extended 15 minutes, and would run 9:30am-11:45 am. We do not yet have a confirmation.

Mobilization Office Space

Eileen met with Mike Striver, and they agreed to:
+ $25.00/month to be paid by WAN for Maintenance
+ Written contract for 1995 to be drafted
+ clean-up duties shared.
MOU in process.

Ami Becker—HIV Infection in Women Conference
Ami will pay all her travel expenses, WAN will pay her registration fee ($250.00—$295

facilitator Training—
We will be rotating all board members to co-facilitate Board meetings so that we all get facilitation experience. Beginning with the March meeting, every board member who has not facilitated a meeting should sign up to co-facilitate. After we all get some practice, WAN will pay Lynda Gonzales to do another facilitation training. It seems much more effective to take a training after "hands-on" experience.

Support Center Trainings for WAN Board.

WAN will pay enrollment fee for 5 board members to participate in the Support Centers Upcoming Trainings as follow:

"Boards: Roles and Responsibilities or "Why Boards don’t govern"
Thursday, 3/16 4-6pm
Should be attended by 2-3 WAN Board Members.

"Funding Strategies for Boards"
Thurs, 3/30 4-6pm
Should be attended by 2 members of membership/Dvlp Committee

Tides Foundation

Collaboration between
Lyon Martin
IRIS Center
Planned Parenthood

This decision to participate is still undecided.
AIDS BUDGET LOBBY DAY WORKSHOP FOR WOMEN  
Tuesday May 3, 1994  
6:30 p.m. - 8:30 p.m.

1. Welcome/Introduction of WAN and WORLD 
   Introduction of Patricia Dunn and Tomiko Conner

2. Main Presentation
   A. Nuts and Bolts of Lobbying - Pat Dunn
      --Definition of lobbying
      --Demystify lobbying
      --Do’s and Don’ts
      --Questions

   B. Current Bills and Budgets - Tomiko Conner
      --Governor’s budget
      --Past successes
      --Key bills to focus on
      --Key legislators and/or swing votes
      --Strategies for who to visit
      --Questions

   C. Logistics of AIDS Budget Lobby Day (Monday 16 May 1994)
      --Schedule for the day
      --Transportation information
      --Questions

3. Discussion

4. Formation of Lobby Teams

5. Summation/Closing
Approved Board-Staff Communications Policy

If any committee needs the assistance of the Administrative Assistant for any tasks, they must request it in a timely manner. Requests should come from the committee chair or an appointed member to the Administrative Assistant. The Administrative Assistant and her supervisor, the Vice-President, will determine whether the Assistant has the time to fit the task(s) into her schedule. All efforts will be made to accommodate the committee’s needs but last minute requests, half completed work or unfair demands will be considered unacceptable.
AIDS BUDGET LOBBY DAY WORKSHOP FOR WOMEN
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1. Welcome/Introduction of WAN and WORLD
   Introduction of Patricia Dunn and Tomiko Conner

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   C. Logistics of AIDS Budget Lobby Day (Monday 16 May 1994)
      --Schedule for the day
      --Transportation information
      --Questions

3. Discussion

4. Formation of Lobby Teams

5. Summation/Closing
Approved WAN Resignation/Leave of Absence Policy

If a member of the Board of Directors chooses to resign from the Board prior to the completion of her two year term, she is requested to contact the President of the Board prior to the next Board meeting, requesting time on the agenda to announce in person her resignation. If she is unable to reach the President, she is asked to contact the Vice President, the Secretary or the Treasurer in that order. If she is unable to attend any future board meetings, she is requested to submit her resignation in writing to the President. Resigning members are urged to suggest names of potential board members to replace themselves.

If a member of the Board of Directors chooses to seek a leave of absence from the Board, she is asked to put her request in writing stating the conditions upon which she will be taking her leave and when she will return. The Board will address the matter at the next Board meeting and they can choose to accept or reject her terms. Leaves of absence for longer than three months are not recommended.

a:rsgn.pl updated 2/95
WAN BUDDY SYSTEM
(revised February 1995)

Susyn — Lisa
Theresa — Yalonda
Eileen — Margot and Cara
Helen — Leatha
Karen — Lorena and Olivia

(Barbara on leave 2/95, 3/95, 4/95)

This system is designed for the purpose of enabling a newer Board Member to come on to the WAN Board through an easier, more comfortable transition by pairing up with a continuing Board Member. The continuing Board Member takes responsibility for staying in touch with the newer Board Member. Additional specifics of the relationship between the two Board Members should be defined between each buddy pair. Is the system working? Please let Eileen know.
Administrative Report by Ami Ann Becker, MPH
Board Meeting: January 20, 1994.

General Staff Activities: Calls, mail, follow-up letters, coordinate meetings & events, Newsletter, develop & constantly update database, organize, ongoing outreach & PR for WAN, supervise volunteers & interns, collaborate & coordinate with committees and manage the WAN office. I have been working with WAN almost 1 year this February!

1. Computer: Purchased an Apple Laserwriter Printer 300 & Hired MacMedic to clean and improve the our current Mac.

2. Communication between Committees & Staff. Must inform me of your current projects and expectations of administrative support (ie. Membership Drive: Rewrite the letter, edit, feedback, print, coordinate, deliver & pay for Print 1, Create Extended Database, deliver to Walden House, pick up from Walden House, deliver to AIDS Foundation) ! The process is inefficient!

3. Intern Projects: (The Education Committee will Co-Supervise)
   a.) Information Packet- Suzanne Fajen’s Senior Project for New College. She will also be doing an independent study with WAN for 6 hours per week. Karen & I have made a to do list, but need to prioritize.
   b.) Resource Pamphlet- City College intern project last semester is in it’s final stages. A Pre-final version will be delivered Monday of next week. Dana Garza is the student who will complete the project.

4.) Graphic Designer, Innosanto Nagara, was consulted to develop a New & Improved Newsletter. He normally charges $15 per hour and we worked on it 7 hours. He volunteered some of his time, however, I feel it is important to give him a donation for his effort. Now that we have a template, it will much easier. The program is on Pagemaker & our computer does not have enough memory. Therefore, we will need to use Kinko’s computers, unless a board member can have access to a powerful machine!!

8.) Important Calls - See attached sheet.
Calls to the Women's AIDS Network: (11/1-12/20)

* University Student: Request for info. on Women & HIV
* Institute for Policy Studies: Needle exchange project
* CDC Directory: update publications, clearinghouse
* Mills College: Student research on AIDS Campaign
* The Body Shop: Submit proposal for special events/ sponsorships
* An HIV+ sister from out of town is visiting SF: tap into community resources
* Women's Center in Boston is starting up. Wants input & info on Women & HIV.
* Job listings update & information request
* Forum topic proposal: InfoUse- develop CD-Rom for women & HIV
* Calpirm: EPA info. on Women's Health issues
* Heterosexual HIV+ male in New Jersey looking for HIV+ woman
* HIV+ female muralist: Wants to get involved with WAN
* Future space to use for special events
* Invitation to De Young museum for exhibit on Women & HIV
* SF Public Library: Updating database for public access
* Request letter of support for conferences
* Collaboration with residential permanent housing in tenderloin
* TIME magazine: report on women & HIV and guardianship
* Woman from Tennessee is scared she is HIV+. Wants to get tested
* New Jersey: request for WAN information
* Lagunda Honda Hospital: volunteers needed
* Berkeley: request for WAN information
* Esprit Foundation: Request facts on women & HIV for MS. Magazine
* City College: request for WAN info. to display for WORLD AIDS day
* Volunteer in Oakland: willing to help
* Student research: Westmont College, demographics & trends on women & HIV
* Female friend who is HIV+. Request support, info., counseling
* Crisis call: 30yr. old HIV+ woman, heterosexual, no risk, married..
* Lesbian AIDS Project in New York: Materials exchange
* UCSF: Announce Women's HIV+ support group
Administrative Report by Ami Ann Becker, MPH
Board Meeting: February 16, 1995.

General Staff Activities: (Just a reminder) Calls, mail, follow-up letters, coordinate meetings & events, Newsletter, develop & constantly update database, organize, ongoing outreach & PR for WAN, supervise volunteers & interns, collaborate & coordinate with committees and manage the WAN office.

1. Computer: Our database is currently on Filemaker Pro. I have been using the computers at Epicenter because they have that program. However, to save money, please contact me if you can get a copy of the current Filemaker Pro.

2. Committees Reports: This is important for the Newsletter. If you have particular committee needs or additional announcements, please follow-up after the general membership meetings with a written report. Get the committee gossip going!!!

3. Intern Projects: (The Education Committee will Co-Supervise)
   a.) Information Packet- Please start collecting your current articles on Women and HIV!! The following categories are being researched: Pregnancy & childbearing; lesbians & bisexuals; women of color; heterosexsuals; prevention; symptoms; domestic & street violence; IVDU; prostitution; youth; treatment; statistics; global women's issues; and research. Please give feedback on these categories.!! The goal is to complete this project by Spring '95. This will be a potential income generation project!!
   b.) Resource Pamphlet- A final list of resources have been collected. So far the use is primarily used for our referrals. However, it is possible to develop a brochure on local services for women and HIV. Please give your feedback.

4. Ad-Hoc Newsletter committee is needed: The newsletter is new and improved. Please give me your feedback on the text and style. How would you like to see the newsletter in the future? I am currently collaborating on the newsletter with Innosanto Nagara, a graphic designer. However, we will need to allocate a budget if improvements are suggested. The computer is not capable of running pagemaker and is not capable of being upgraded to do so. So, again a budget is necessary for computer use and assistance. Our newsletter is important to our members!!!
March 16, 1995

WAN Board Meeting Minutes
25 VanNess 2/16/95

Absences: Leatha Jones, Helen Miramontes.

Next Board Meeting-
Thursday, March 23rd, 4-6pm at 25 VanNess, 3rd Floor.

Committee Reports:
Membership/Development: Working on a follow-up letter to target those people who received, but did not respond, to membership drive letter sent in January. We need to first track the persons who did not donate or join, then put together the letter. Target date is late March, early April. It is a one-time shot, since most response happens within 3 months.

Public Policy Committee
Currently working on a *grant, to receive funding from AIDS Walk. Also- Eileen Hansen will be presenting at upcoming Women and HIV Infection Conf in Wash, D.C; attending Center for Womens policy studies’ Think Tank in Washington. Change in FF mtgs - 2nd Tuesday: 1-2:30.- ALRP

Personnel Committee (ADHOC)
Proposed self evaluation for Ami Becker’s participation as only paid staff for WAN. This will be a discussion meeting in March.

Executive Committee
No meeting in March with the SF AIDS Foundation. We will try to get a confirmation for our April meeting, in which the foundation will discuss with us their stand on Women and Children Issues. Eileen is scheduling individual lunches with all Board Members to discuss Board Participation. Board Meetings will be regularly scheduled for the fourth Thursday of each month, from 4-6pm.

Education Committee and Special Womens fund: No reports, as no members of these committees were able to be present for 2/95 Board Meeting.

Budget not approved at this time, due to computer expense questioned; tabled to next meeting.

* Collaborative Proposal for classic/ACTION did not work out for WAN.

**Correction in last Exc Committee minutes- Ami Beckers reg fee allotment for WASH DC conf $295.00, not $250.00
Member Confirmations for upcoming workshops:

Fundraising Workshop - Thurs 3/14 4-6 pm
Lisa
Margot
Lorene

Board Roles and Responsibilities
Thurs 3/11 4-6 pm
Susan
Lorene
Yolanda

Recruitment of New Board Members:
We have 2 open positions.
All suggestions must be unanimous vote from all present board members. Nominations for recruitment were:

Michelle Nugent
Pilar Labourde
Emily Perez
Lynda Gonzales
Introductory/Welcome Packet will be sent to these women, inviting them to the 23 March Board Meeting.

We need to keep in mind our commitment to having a Board body that is ethnically diverse and has a good portion of membership made up of Women living with HIV.

Minutes from 1/20/95 Approved.

Next Meeting Agenda:
1. Vote on WAN Board officers
2. Meet Potential new Board members
3. Approve Budget

Introductory / Welcome Packet should be sent to these women, inviting them to attend next WAN Board Meeting (3/23.)
Administrative Report by Ami Ann Becker, MPH

General Staff Activities: (Just a reminder) Calls, mail, follow-up letters, coordinate meetings & events, Newsletter, develop & constantly update database, organize, ongoing outreach & PR for WAN, supervise volunteers & interns, collaborate & coordinate with committees and manage the WAN office.

1. Computer: Our database is currently on Filemaker Pro. I have been using the computers at Epicenter because they have that program. I hope to work with Lorene and the membership/development committee to update and expand our membership.

2. Committees Reports: This is important for the Newsletter. If you have particular committee needs or additional announcements, please follow-up after the general membership meetings with a written report. Get the committee gossip going!!!

3. Intern Projects: (The Education Committee will Co-Supervise)
   a.) Information Packet- Please start collecting your current articles on Women and HIV!! The following categories are being researched: Pregnancy & childbearing; lesbians & bisexuals; women of color; heterosexuals; prevention; symptoms; domestic & street violence; IVDU; prostitution; youth; treatment; statistics; global women’s issues; mental health and research. Please give feedback on these categories!! The goal is to complete this project by Spring ’95. This will be a potential income generation project!!! Suzanne Fajen is our stellar intern who is making this project happen.
   b.) Resource Pamphlet- A final list of resources have been collected. So far the use is primarily used for our referrals. However, it is possible to develop a brochure on local services for women and HIV. It would also be valuable to collaborate with Johanna Breyer at the AIDS Foundation to further develop women and HIV resources in order to update and inform the HOTLINES. What do you think? Would you like to get involved?

4.) Ad-Hoc Newsletter committee is needed: The newsletter is new and improved. Please give me your feedback on the text and style. How would you like to see the newsletter in the future? I am currently collaborating on the newsletter with Innosanto Nagara, a graphic designer. However, we will need to allocate a budget if improvements are suggested. The computer is not capable of running pagemaker and is not capable of being upgraded to do so. So, again a budget is necessary for computer use and assistance. Our newsletter is important to our members!!!
3/16/95

WAN Executive Committee
Meeting Minutes- 3/15/95
ALRP 1:30-3:30

Present:
Eileen Hansen, President
Karen Topakian, Vice-President
Teresa Swanick, Treasurer
Lisa O'Conor, (acting) Secretary

Agenda:

World Scholarship Proposal
Board training
Aimi’s Proposals
Aids Foundation

1. WORLD Scholarship proposal:
Barbara Garcia and Karen developed a questioner for the selection process of applicants for WANS scholarship fund to WORLD Retreats. More work needs to be done on this process, and the suggestion is that an ADHOC committee is formed to work on this process. Proposed priority considerations are:
HIV+ Woman symptomatic
Women w/ dependant children
Isolated Women
2nd timers
Low-income women

The scholarship amount that WAN has allocated to WORLD retreats is $1,200.00 annually, or $600.00 per retreat.

Teresa, WAN secretary will need a written request or invoice before this check is cut. It has been recommended that WAN send confirmation letters to Scholarship recipients, but send the check to WORLD.

2. Training
It is a general consensus that WAN Committees are not as effective as we could be. It was a previous suggestion that WAN hire Lynda Gonzales to facilitate a second training for WAN Board members, however- the new suggestion is that we wait on this expense until we have a new, full board, as many current members have already participated in a training with Lynda.
Instead- the suggestion is that interested WAN Board members are funded for the following, upcoming training:

Support Center:
Board Meetings, Committees and Organization
Tuesday, 4/25 4:30-6:30 pm
3. AIDS Foundation

Pat Christen will be attending WAN’s upcoming community mtg 4/4. The meeting will be at Lyon Martin, and will run 9:30 am until 12:00 noon. Pat will be accompanied by 3 members of the client services dept. We have 30 minute allotted for this portion of the meeting; 11:30-12:00. It is important that the foundation leaves a large portion of this time for attendees questions. Eileen Hansen, who is facilitating this meeting, will lay out some ground rules to ensure that this meeting be effective and conversational, and will allow for all to be heard and expressed, in a way that serves the group.

4. Amis Proposals—discussed, but tabled.
For Boards of Directors

Boards: Roles and Responsibilities or “Why Boards Don’t Govern” 160

In the prevailing model of nonprofit boards, boards of directors establish strategic direction, raise money and exercise financial oversight. But instead of doing this, many boards simply adopt staff-written strategies, don’t raise money and rubber stamp budgets they don’t fully understand. This seminar questions various board models and suggests strategies for overcoming some of the inherent problems staff and board members encounter in trying to get their boards to function well.

Workshop 160: Mike Allison, Support Center Staff
Wednesday, April 19 • 4:30pm – 6:30pm
Location: Support Center Annex
Fee: Flat fee of $35

Boards: Financial Responsibilities 163

What financial reports should the board receive? What financial decisions can be made by staff and which need board approval? What financial responsibilities and liabilities do board members carry? How can boards be assured of financial accountability? This workshop will address these and other practical questions for boards and staff.

Workshop 163: Jan Masaoka, Support Center Staff
Tuesday, June 6 • 4:30pm – 6:30pm
Location: Support Center Annex
Fee: Flat fee of $35

Boards: Effective Meetings, Effective Committees = Effective Organizations 165

How do you get your board committees to operate effectively and efficiently? The answer is provided in this intensive two-hour workshop. Topics include: establishing committee mandates and workplans; committee memberships; committee reports; and running effective meetings.

Workshop 165: Jude Kaye, Support Center Staff
Tuesday, April 25 • 4:30pm – 6:30pm
Location: Support Center Annex
Fee: Flat fee of $35

Boards: Fundraising Strategies 166

Organizations with successful development programs have active board involvement. This workshop explores the all-too-often unclear responsibilities board members have in fundraising. Participants will learn what their fundraising roles are as board members and will learn strategies to become more involved with their organization’s fundraising programs.

Workshop 166: Kim Klein, Consultant and Publisher, Grassroots Fundraising Journal
Tuesday, June 27 • 4:30pm – 6:30pm
Location: Support Center for Nonprofit Management
Fee: $35

In Search of New Board Members 169

Nonprofit organizations are asked to meet a wide array of community needs. But, despite good intentions, boards repeatedly find themselves having difficulty recruiting individuals with the diverse skills and perspectives needed to confront increasingly complex responsibilities. Participants will learn how to assess their current board composition and develop strategies and resources to meet their organizations’ unique board development goals.

Workshop 169: Katherina Rosqueta, Board Match +
Tuesday, May 16 • 4:30pm – 6:30pm
Location: Support Center for Nonprofit Management
Fee: $35

Register for all 5 board workshops and get the 5th one free!
Minutes from 3/15/95
Membership and Development Committee

Present: Susyn A., Lorene R. and Eileen H.
Absent: Margot A., Lisa O.

- The current membership letter was revised. It is encouraging people to become paid members.

- A reminder will be put in April's newsletter letting people know this will be their last free newsletter. A membership envelope will be included in each April newsletter.

- Copy paper has been delivered to Ami along with the revised membership letter to be copied on Monday 3/20/95. She will bring the new letter to the Board Meeting.

- Lisa will be asked if arrangements can be made with Walden Detox to stuff the envelopes for the mailing.

- At the Membership meeting all guests will be asked why they haven't become paid members... (politely of course).

No direct action needs to be taken by the Executive Board at this time.
TO: Women's AIDS Network Board of Directors  
FROM: Public Policy Committee (Eileen Hansen, Karen Topakian, Rachel Maddow and Yalonda Jones)  
DATE: 16 March 1995  
RE: Report on 14 March Policy Committee meeting  

INFORMATION:  

Guardianship  
--CA Assemblymember Byron Sher of San Mateo wrote legislation that will remove the words "within 2 years" from an existing bill on joint guardianship. These words refer to an approximate date when the parent is expected to die and the guardianship would be in effect.  
--Yalonda Jones agreed to ask clients and counselors at Ferguson and Baker Place if they have had any experience with or opinions about joint or standby guardianship.  

Prisons/Compassionate Release  
--A bill has been introduced into the California Assembly for "Medically Incapacitated Parole," sponsored by Assemblymember Villaraigosa from L.A. The Compassionate Release working group, and others will be meeting with the Assemblymember on Wednesday March 22 in Sacramento to discuss strategy for getting this bill passed. For more info call Rachel Maddow at 291-5454.  

Resistance to Prop. 187  
--A campaign to inform Californians that Prop 187 is not in effect is being undertaken. A one page memo will be distributed explaining that 187 is not the law yet and strategies on how health care providers can resist it if the current legal battles lose. For more info call Rachel Maddow at 291-5454.  

Center for Women Policy Studies Think Tank Meeting  
--Eileen Hansen attended this meeting in Washington. The original day long meeting agenda on surveillance and confidentiality was replaced by a discussion of the about to be released CDC guidelines on HIV testing of pregnant women. WAN and the AIDS Legal Referral Panel will jointly submit comments about these proposed changes. Other organizations will be urged to submit their own comments or sign on to ours. Call Eileen Hansen for more info at 291-5472.  

AIDS Lobby Day  
--AIDS Lobby Day is set for Monday May 8 in Sacramento. Karen Topakian agreed to be the WAN liaison to the AIDS Budget Coalition for this annual event. WAN will urge the Coalition to hold specific lobbying training workshops for women, youth and people of color prior to the lobby day as a way of recruiting more people into attending. A tentative date of May 4 was set by the Policy Committee for a women's training. If you are interested in Lobby Day, please call Karen Topakian at 415 648-3159.  

DISCUSSION:  

WOMEN AND HIV POLICY AGENDA  
--In our continuing efforts to develop a women and HIV policy agenda, WAN members attended a WORLD mailing event to meet informally with HIV positive women. WAN reported back on the
comments made by the WORLD women regarding services and obstacles to receiving them. The Policy Committee decided to host a social event at WORLD during the week of April 24 to reach more HIV positive women. Karen Topakian will discuss this with Rebecca Denison. Olivia Baldain agreed to ask women who attend the General’s Women’s Clinic about their service and treatment needs. Yalonda Jones agreed to do the same with women clients at Baker Place. Karen Topakian contacted Smith-Ryan House to speak with residents who are HIV positive.

NEXT MEETING:

--Tuesday April 11, 1-2:30 at the ALRP office, 114 Sansome Street, suite 1129 at the Montgomery BART/Muni stop.
March 15, 1995

Education Committee Meeting, 3/15/95

Present: Olivia Baldain, Suzanne Fajen, Barbara Garcia.

FORUMS:
April - Norman Hoteling will present concerning women, violence and HIV. The meeting will go an extra 1/2 hour so that the San Francisco AIDS Foundation can present information about the women and childrens' programs at the foundation.

May - A panel of HIV+ women with children.

June - Organizations that provide services to women and families: Coalition for Positive Families, Legal Services for Children and the HOPE project.

INFORMATION PACKET;
Suzanne, a volunteer in the office, has been working on the information packet. She is writing an overview of various topics which the education committee will review. These overviews will be combined with articles pertinent to the subject and put in a binder which could be sold. There are still questions about what type of binding and cost. The information packet will be presented to the full board when there is a copy ready to be reviewed. Since Suzanne is doing this for a senior project she will go ahead and have one copy completed.

RESOURCE BOOK;
The education committee has not agreed to a resource book as a project for either the committee or WAN. It was felt that there might be some confusion about the difference between the information packet, which is information sent to people who call or write for information and a resource book which was meant to be used in the office to help direct people with questions.

The next education meeting will be held on April 19th, at 815 Eddy Street, 1st floor. We start at 4pm and end at 5pm.
## Balance Sheet
2/28/95

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### Monthly Budget Report

**1/1/95 Through 12/31/95**

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**WAN 1995 Budget Proposal**

**Expenses**

1. **Development**
   - Admin. support
   - Event Cost
   - Grantwriting
   - Solicitation
   - Board Training

2. **Education**
   - Brochure
   - Forums
   - Honorariums
   - Resource Guide

3. **Miscellaneous**

4. **Office Supplies**
   - Copying
   - Postage
   - Printer
   - Software
   - Sign
   - Stationary
   - Supplies
   - Telephone

5. **Payroll**

6. **Policy**
   - Membership to Life Lobby
   - Office Supplies
   - Postage
   - Telephone
   - Travel and Conference Fees 500x4 RT Air
   - Accomodations 100x2x4 nights per trip
   - Per diem 50x3 days x4
   - Ground Transportation x3 days x4
   - Travel/Accom for Life Lobby Mtg x3
   - Travel to State Capitol x4 RT

7. **Rent**

8. **Special Women's Fund**
   - WORLD scholarships

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<td>8. Special Women's Fund</td>
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<td>WORLD scholarships</td>
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**TOTAL** 51500
**Income**

1. **Donations**
   - Grants: 23000
   - Individuals: 2500
   - Major donor: 20000
   - **Total Donations**: 45500

2. **Event income**: 4000

3. **Interest**: 500

4. **Membership Dues**: 1000

5. **Materials**: 500

**TOTAL**: 51500
CURRENTLY, WAN PROVIDES 12 FULL SCHOLARSHIPS ANNUALLY FOR HIV POSITIVE WOMEN TO ATTEND WORLD'S TWO RETREATS. (THE NEXT RETREAT IS SCHEDULED FOR APRIL 17-19.) TRADITIONALLY, BARBARA GARCIA HAS MADE THE DECISION ON WHOM SHOULD RECEIVE THE SCHOLARSHIPS. FORTUNATELY, WE HAVE ALLOCATED ENOUGH MONEY TO THE SCHOLARSHIP FUND TO GRANT SCHOLARSHIPS TO EVERY APPLICANT. BECAUSE OF THE RISE IN PopULARITY OF THE RETREAT AS WELL AS THE LIMITED NUMBER OF SCHOLARSHIPS AVAILABLE ELSEWHERE, WE BELIEVE THAT THE NUMBER OF APPLICANTS WILL SOON OUTSTRIP THE FUNDS. THEREFORE, WE NEED A POLICY TO DETERMINE WHO WILL RECEIVE THE SCHOLARSHIPS. PLEASE REVIEW THE 7 POINT PLAN LISTED BELOW FOR THE MARCH 23RD BOARD MEETING AND BRING YOUR SUGGESTIONS AS WELL AS VOLUNTEER SPIRIT.

1. An ad hoc Scholarship Committee will form from the current board and any other interested parties. The Committee will decide on a deadline for accepting applications, develop criteria* for selecting recipients and inform WORLD and Ami of the process and deadline.

2. The attached scholarship application will be distributed by WAN upon request and will be available directly from Barbara Garcia.

3. Applicants will complete the application and submit it to WAN prior to the deadline.

4. The Scholarship Committee will review the applications in a timely manner and determine who will receive the scholarships.

5. The Committee will send the recipients a letter announcing receipt of a scholarship and information about WAN. The Committee will draft the letter and Ami will send it out.

6. The Committee will instruct Theresa to send a check for the total amount of the scholarships directly to WORLD with the names of the recipients attached.

7. The Committee will inform the Board of their decision at the April Board meeting.

*Possible criteria can include: did the applicant receive a scholarship from WAN in the past 12 months, what is the health and well being of applicant, is the applicant a parent responsible for other family members, etc. (First time attendees to the retreat are eligible for scholarships from WORLD.)
Wan Scholarship Fund: 1995

Name:
Address:

Phone Number:
Age:
Ethnicity:
Source of Income:
Dependents:

Special Financial Needs: (Dependent you cannot claim or alternative therapy expenses)

Number of Retreats attended:

Previously received a WAN Scholarship? If yes when?

Health Status/Disabilities:

The Women's AIDS Network will review applications and you will be informed by early April. We will also help you look for other sources if we are unable to give you a scholarship. Women who are employed will be asked to pay 1/2 of their registration fee.

For more information, please contact the WAN Office (415) 621-4160.
WOMEN'S AIDS NETWORK
BOARD OF DIRECTORS
02/16/95
4:00 - 6:00pm
25 Van Ness, 5th Floor
Lorene and Karen, Facilitators

AGENDA

1. Announcements
2. Approval of Agenda/Additions
3. Minutes of January 20 approved (enclosed)
5. Staff Report — action items only (enclosed)
6. Committee Reports — action items only (Ex. Comm. report enclosed)
7. Meeting and Facilitation Schedule
8. 1995 Budget Finalized (Treasurer's proposed budget enclosed)
9. Election of Board Secretary
10. Open Board Positions: discussion
11. Evaluation of Meeting

(please read enclosures for discussion at meeting — in addition to the above enclosures, the following are also included:)

— Support Center Training Schedule (to be discussed)
— WAN Approved Board-Staff Communications Policy (information only)
— WAN Approved Resignation/Leave of Absence Policy (information only)
— Amended Buddy System (information only)
— Staff Report of January 20 (information only)
WAN BOARD MEETING MINUTES JANUARY 20, 1995.

PRESENT: EILEEN HANSEN, KAREN TOPAKIAN, LISA O’CONNOR, MARGOT ANTONETTI, LORENE ROMERO, THERESA SWANICK, BARBARA GARCIA, CARA PAGE, AMI BECKER.
EXCUSED ABSENCES: HELEN MIRAMONTES, OLIVIA BALDAIN,

1. AGENDA APPROVED

2. MINUTES OF 11/18/94 & 12/15/94 APPROVED.

3. FINANCIAL REPORT (THERESA); CALIFORNIA FEDERAL HAS WAIVED ALL CHECKING FEES FOR THE SWF CHECKING ACCOUNT. WAN ALSO HAS OVERDRAFT PROTECTION ON THE SWF CHECKING ACCT NOW. BARBARA AND THERESA WILL TRY TO COORDINATE BETTER SO THERE IS NO CHANCE OF OVERDRAWING. EILEEN WILL SEND A THANK YOU NOTE TO THE BANK.

SINCE THERESA DOES NOT RECEIVE THE BANK STATEMENT UNTIL THE MIDDLE OF THE MONTH IT IS DIFFICULT FOR HER TO HAVE THE FINANCIAL REPORT READY IN TIME TO MAIL BEFORE THE BOARD MEETING. BECAUSE OF THAT WE WILL CONSIDER MOVING BOARD MEETING TO LATER IN THE MONTH.

4. WE WILL ROTATE BOARD MEETING TIMES. TENTATIVE SCHEDULE FOR BOARD MEETINGS WILL BE THURSDAYS 4-6 AND TUESDAYS 9-11. NEXT BOARD MEETING WILL BE FEB. 16TH, 4PM-6PM, AT 25 VAN NESS, 3RD FLOOR. KAREN WILL FACILITATE.

STAFF REPORT (SEE ATTACHED):

5. THE ADMINISTRATIVE REPORT WAS PRINTED AND DISTRIBUTED. THERESA AND LORENE WILL GIVE COMPUTER SUPPORT TO AMI. THE NEWSLETTER WILL BE DISCUSSED AT THE EDUCATION COMMITTEE. THE NEWSLETTER HAS A NEW LOOK, THANKS TO AMI AND A CONSULTANT.

EXECUTIVE COMMITTEE:

6. KAREN PRESENTED A PROPOSAL FOR BOARD RESIGNATIONS AND LEAVES OF ABSENCE. THE BOARD APPROVED THEM WITH ONE CHANGE. KAREN PROPOSED A POLICY FOR BOARD STAFF COMMUNICATION AND THE BOARD APPROVED WITH NO CHANGES. COPIES OF EACH WILL BE MAILED TO ALL BOARD MEMBERS.

7. THE BUDGET WAS TENTATIVELY APPROVED. THERE WERE SOME ADDITIONS AND CHANGES AND IT WAS AGREED THAT THE EXECUTIVE COMMITTEE WOULD MAKE RECOMMENDATIONS AT THE NEXT BOARD MEETING.

7.a EILEEN PASSED OUT BOARD EXPENSE REIMBURSEMENT AND VOLUNTEER TIME SHEETS AND ASKED BOARD MEMBERS TO BRING THEM TO MONTHLY MEETINGS.
8. THE PROPOSAL ABOUT OFFICE SPACE WAS TABLED UNTIL NEXT MEETING.

DEVELOPMENT/MEMBERSHIP:
9. WAN WOULD LIKE TO TABLE AT THE HIV UPDATE CONFERENCE, STARTING JAN.31ST. SINCE WE HAVE SO LITTLE LITERATURE IT WAS AGREED THAT WE WOULD SHARE A TABLE AND COST UP TO $100 WITH ANOTHER ORGANIZATION, HOPEFULLY WORLD. LISA AND AMI WILL COORDINATE.

10. THE MEMBERSHIP LETTER WENT OUT. THANK YOU TO LISA AND THE FOLKS AT WALDEN HOUSE.

11. THE DEVELOPMENT COMMITTEE WILL BRING PROPOSALS TO THE NEXT BOARD MEETING AND ALSO TRY TO MEET WITH THE EDUCATION COMM.

12. THE CLASSICAL ACTION BENEFIT FUNDS ARE BEING HANDLED BY THE TIDES FOUNDATION. THEY ARE PARTICULARLY LOOKING TO FUND COLLABORATIONS AND HAVE INVITED CERTAIN GROUPS TO APPLY. WE WERE NOT ASKED TO APPLY BUT WE COULD CALL AND ASK ABOUT IT OR WE COULD WORK WITH THE ALREADY EXISTING WOMEN’S HEALTH CARE COLLABORATIVE. FUNDS RAISED COULD BE USED TO IMPROVE SWF’S QUESTIONNAIRE SO IT COULD BE USED FOR A NEEDS ASSESSMENT. EILEEN WILL MEET WITH BARBARA AND THERESA TO DISCUSS THIS.

WOMEN’S FUND:
13. BOARD MEMBERS WILL GET SUGGESTIONS ABOUT THE SWF QUESTIONNAIRE TO BARBARA BEFORE THE NEXT BOARD MEETING.

EDUCATION:
14. FORUM TOPICS ARE SET FOR FEB. - MAY: FEB. WILL BE PUBLIC POLICY, MARCH WILL BE CONFERENCE UPDATES AND/OR PRESENTATION FROM THE S.F.AIDS FOUNDATION, APRIL WILL BE VIOLENCE, HIV AND WOMEN, AND MAY WILL BE EMPOWERING SPECIAL POPULATIONS. THE MURAL PROJECT WAS NOT ACCEPTED BY THE EDUC. COMM. IT WOULD NEED SUPPORT FROM THE BOARD. IT WAS PROPOSED THAT AMI NOT USE STAFF TIME OR WAN MONEY FOR THE MURAL PROJECT. IT WAS APPROVED THAT SHE COULD USE MEMBERSHIP MEETING TIME AND THE NEWSLETTER TO INFORM ABOUT THE PROJECT.

WORLD SCHOLARSHIP COMMITTEE PROPOSAL.
15. WILL BE ON THE AGENDA AT NEXT BOARD MEETING.

POLICY COMMITTEE DISTRIBUTED THEIR REPORT.
16. LISA O’CONNOR WILL SERVE AS TEMPORARY BOARD SECRETARY FOR THE MONTH OF FEBRUARY.

17. OPEN BOARD SLOTS WILL BE DISCUSSED AT THE NEXT MEETING. EILEEN ENCOURAGED BOARD MEMBERS TO THINK OF POTENTIAL MEMBERS WHO ARE HIV+ WOMEN, WOMEN OF COLOR AND WOMEN WITH SPECIAL SKILLS NEEDED BY THE BOARD.
18. THE S.F. AIDS FOUNDATION HAS PROPOSED A MEETING TO ANSWER OUR LETTER AND DISCUSS SERVICES FOR WOMEN. EILEEN WILL INVITE PAT CHRISTEN OF THE SFAF TO SPEAK AT THE MARCH MEETING. THOSE AT THE FEB. MEETING WILL BE ASKED IF THEY WOULD LIKE TO EXTEND THE TIME OR CHANGE THE USUAL AGENDA TO ACCOMMODATE THIS DISCUSSION.

19. KAREN, MARGOT, LISA AND EILEEN WILL BE ON AN AD HOC COMMITTEE TO FORMULATE PLANS FOR STAFF EVALUATION.

20. MEETING EVALUATION.

PLEASE NOTE: NEXT MEETING THURSDAY, 2/16/95, 4 – 6, 25 VAN NESS, 5TH FLOOR.
WAN 1995 Budget Proposal

**Expenses**

1. **Education**
   - Brochure: 200
   - Forums: 1200
   - Honorariums: 900
   - Resource Guide: 500

2. **Development**
   - Admin. support: 200
   - Event Cost: 2000
   - Grantwriting: 1000
   - Printing Solicitation Ltr: 300
   - Retreat/Training/Memberships: 1200

3. **Miscellaneous**

4. **Office Supplies**
   - Copying: 200
   - Postage: 100
   - Computer Hard/Software: 1300
   - Sign: 200
   - Stationary: 150
   - Supplies: 600
   - Telephone: 850
   - Total: 3400

5. **Payroll**

6. **Policy**
   - Membership to Life Lobby: 1100
   - Office Supplies: 150
   - Postage: 100
   - Telephone: 200
   - Travel and Conference Fees 500x4 RT Air: 2000
   - Accomodations 100x2x4 nights per trip: 800
   - Per diem 50x3 days x4: 600
   - Ground Transportation x3 days x4: 400
   - Travel/Accom for Life Lobby Mtg x3: 1200
   - Travel to State Capitol x4 RT: 200
   - Total: 6750

7. **Rent**

8. **Special Women's Fund**
   - WORLD scholarships: 16100
   - 1250
   - 17350

**TOTAL** 51500
### Income

1. **Donations**
   - Grants: 23,000
   - Individuals: 2,500
   - Major donor: 20,000
   - Total: 45,500

2. **Event income**: 4,000

3. **Interest**: 500

4. **Membership Dues**: 1,000

5. **Materials**: 500

**Total**: 51,500
Meeting Minutes- WAN Executive committee
2/7/95- ALRP Office 4:30 pm

Present: Eileen Hanson, WAN President
Karen Topakian, WAN Vice President
Teresa, Treasurer
Lisa O’Connor, Acting Secretary

AIDS foundation/WAN Meeting
Re: AIDS Foundation Women and Childrens Program.
We have invited the AIDS Foundation to attend a WAN Community
Meeting 3/7/95. The meeting time would need to be extended 15
minutes, and would run 9:30am-11:45 am. We do not yet have a
confirmation.

Mobilization Office Space
Eileen met with Mike Striver, and they agreed to:
+ $25.00 month to be paid by WAN for Maintenance
+ Written contract for 1995 to be drafted
+ clean-up duties shared.
MOU in process.

Ami Becker - HIV Infection in Women Conference
Ami will pay all her travel expenses, WAN will pay her
registration fee ($250.00)

facilitator Training-
We will be rotating all board members to co-facilitate Board
meetings so that we all get facilitation experience. Beginning with
the March meeting, every board member who has not facilitated a
meeting should sign up to co-facilitate. After we all get some
practice, WAN will pay Lynda Gonzales to do another facilitation
training. It seems much more effective to take a training after
"hands-on " experience.

Support Center Trainings for WAN Board.

WAN will pay enrollment fee for 5 board members to participate in
the Support Centers Upcoming Trainings as follow:

"Boards: Roles and Responsibilities or "Why Boards don’t govern"
Thursday, 3/16 4-6pm
Should be attended by 2-3 WAN Board Members.
"Funding Strategies for Boards"
Thurs, 3/30 4-6pm
Should be attended by 2 members of membership/Dvlp Committee

Tides Foundation
Collaboration between
Lyon Martin
IRIS Center
Planned Parenthood
This decision to participate is still undecided.
Boards: Roles and Responsibilities or "Why Boards Don't Govern" 166

In the prevailing model of nonprofit boards, boards of directors establish strategic direction, raise money and exercise financial oversight. But instead of doing this, many boards simply adopt staff-written strategies, don't raise money and rubber stamp budgets they don't fully understand. This seminar questions various board models and suggests strategies for overcoming some of the inherent problems staff and board members encounter in trying to get their boards to function well.

Workshop 166: Mike Allison, Support Center Staff
Thursday, March 16 • 4:00pm – 6:00pm
Location: Support Center Annex
Fee: Flat fee of $35

Fundraising Strategies for Boards 165

Organizations with successful development programs have active board involvement. This workshop explores the all-too-often unclear responsibilities board members have in fundraising. Participants will learn what their fundraising roles are as board members and will learn strategies to become more involved with their organization's fundraising programs.

Workshop 165: Mim Carlson, Fundraising Consultant
Thursday, March 30 • 4:00pm – 6:00pm
Location: Support Center Annex
Fee: $35
Approved Board-Staff Communications Policy

If any committee needs the assistance of the Administrative Assistant for any tasks, they must request it in a timely manner. Requests should come from the committee chair or an appointed member to the Administrative Assistant. The Administrative Assistant and her supervisor, the Vice-President, will determine whether the Assistant has the time to fit the task(s) into her schedule. All efforts will be made to accommodate the committee's needs but last minute requests, half completed work or unfair demands will be considered unacceptable.
Approved WAN Resignation/Leave of Absence Policy

If a member of the Board of Directors chooses to resign from the Board prior to the completion of her two year term, she is requested to contact the President of the Board prior to the next Board meeting, requesting time on the agenda to announce in person her resignation. If she is unable to reach the President, she is asked to contact the Vice President, the Secretary or the Treasurer in that order. If she is unable to attend any future board meetings, she is requested to submit her resignation in writing to the President. Resigning members are urged to suggest names of potential board members to replace themselves.

If a member of the Board of Directors chooses to seek a leave of absence from the Board, she is asked to put her request in writing stating the conditions upon which she will be taking her leave and when she will return. The Board will address the matter at the next Board meeting and they can choose to accept or reject her terms. Leaves of absence for longer than three months are not recommended.

a:rsgn.pl updated 2/95
WAN BUDDY SYSTEM

(revised February 1995)

Susyn — Lisa
Theresa — Yalonda
Eileen — Margot and Cara
Helen — Leatha
Karen — Lorena and Olivia

(Barbara on leave 2/95, 3/95, 4/95)

This system is designed for the purpose of enabling a newer Board Member to come on to the WAN Board through an easier, more comfortable transition by pairing up with a continuing Board Member. The continuing Board Member takes responsibility for staying in touch with the newer Board Member. Additional specifics of the relationship between the two Board Members should be defined between each buddy pair. Is the system working? Please let Eileen know.
Administrative Report by Ami Ann Becker, MPH
Board Meeting: January 20, 1994.

General Staff Activities: Calls, mail, follow-up letters, coordinate meetings & events, Newsletter, develop & constantly update database, organize, ongoing outreach & PR for WAN, supervise volunteers & interns, collaborate & coordinate with committees and manage the WAN office. I have been working with WAN almost 1 year this February!

1. Computer: Purchased an Apple Laserwriter Printer 300 & Hired MacMedic to clean and improve the our current Mac.

2. Communication between Committees & Staff. Must inform me of your current projects and expectations of administrative support (ie. Membership Drive: Rewrite the letter, edit, feedback, print, coordinate, deliver & pay for Print 1, Create Extended Database, deliver to Walden House, pick up from Walden House, deliver to AIDS Foundation) ! The process is inefficient!

3. Intern Projects: (The Education Committee will Co-Supervise)
   a.) Information Packet- Suzanne Fajen's Senior Project for New College. She will also be doing an independent study with WAN for 6 hours per week. Karen & I have made a to do list, but need to prioritize.
   b.) Resource Pamphlet- City College intern project last semester is in it’s final stages. A Pre-final version will be delivered Monday of next week. Dana Garza is the student who will complete the project.

4.) Graphic Designer, Innosanto Nagara, was consulted to develop a New & Improved Newsletter. He normally charges $15 per hour and we worked on it 7 hours. He volunteered some of his time, however, I feel it is important to give him a donation for his effort. Now that we have a template, it will much easier. The program is on Pagemaker & our computer does not have enough memory. Therefore, we will need to use Kinko's computers, unless a board member can have access to a powerful machine!!

8.) Important Calls - See attached sheet.
Calls to the Women's AIDS Network: (11/1-12/20)

* University Student: Request for info. on Women & HIV
* Institute for Policy Studies: Needle exchange project
* CDC Directory: update publications, clearinghouse
* Mills College: Student research on AIDS Campaign
* The Body Shop: Submit proposal for special events/ sponsorships
* An HIV+ sister from out of town is visiting SF: tap into community resources
* Women's Center in Boston is starting up. Wants input & info on Women & HIV.
* Job listings update & information request
* Forum topic proposal: InfoUse- develop CD-Rom for women & HIV
* Calpirg: EPA info. on Women's Health issues
* Heterosexual HIV+ male in New Jersey looking for HIV+ woman
* HIV+ female muralist: Wants to get involved with WAN
* Future space to use for special events
* Invitation to De Young museum for exhibit on Women & HIV
* SF Public Library: Updating database for public access
* Request letter of support for conferences
* Collaboration with residential permanent housing in tenderloin
* TIME magazine: report on women & HIV and guardianship
* Woman from Tennessee is scared she is HIV+. Wants to get tested
* New Jersey: request for WAN information
* Lagunda Honda Hospital: volunteers needed
* Berkeley: request for WAN information
* Esprit Foundation: Request facts on women & HIV for MS. Magazine
* City College: request for WAN info. to display for WORLD AIDS day
* Volunteer in Oakland: willing to help
* Student research: Westmont College, demographics & trends on women & HIV
* Female friend who is HIV+. Request support, info., counseling
* Crisis call: 30yr. old HIV+ woman, heterosexual, no risk, married..
* Lesbian AIDS Project in New York: Materials exchange
* UCSF: Announce Women's HIV+ support group
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<td>Susyn Almond</td>
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<td>Member, WAN Public Policy Committee</td>
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<td>Member, Cross-Cultural Family Center</td>
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<td>Margot Antonetty</td>
<td>Member, WAN Membership/Development Committee</td>
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<td>Program Director, Ferguson Place</td>
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<td>3</td>
<td>Olivia Baldain</td>
<td>Chair, WAN Education Committee</td>
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<td>Women’s Specialist, ASAP Team at SFGH</td>
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<td>Barbara Garcia</td>
<td>Chair, WAN Special Women’s Fund</td>
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<td>Case Manager/Peer Advocate, Planned Parenthood Alameda/</td>
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<td>Member, Ryan White CARE Clinic Planning Council</td>
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<td>Member, Community Advisory Board, UCSF WHIS Study</td>
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<td>Eileen Hansen</td>
<td><strong>WAN Board President</strong></td>
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<td>Co-Chair, WAN Public Policy Committee</td>
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<td>Public Policy Director, AIDS Legal Referral Panel</td>
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<td>Building Inspection Commissioner, City &amp; County of San Francisco</td>
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<td>Leatha Jones</td>
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<td>Full-time student, SF New College</td>
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<td>7</td>
<td>Yalonda Jones</td>
<td>Member, Education Committee</td>
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<td>Substance Abuse/HIV/Mental Health Counselor, Ferguson Place</td>
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<td>8</td>
<td>Helen Miramontes</td>
<td>Member, WAN Public Policy Committee</td>
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<td>Associate Clinical Professor, UCSF</td>
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<td>Deputy Director, International Center for HIV/AIDS Research and Clinical Training in Nursing</td>
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<td>Member, International Society of HIV/AIDS Education and Prevention</td>
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</tbody>
</table>
9. Lisa O'Connor  

**WAN Board Secretary**  
Chair, WAN Membership/Development Committee  
Counselor, CARE Detox Unit, Walden House  
Speaker, WEDGE Program  
Speaker, Marin AIDS Project  
Volunteer, WORLD  

10. Cara Page  

Member, WAN Education Committee  
Self-Employed Performance Artist  
Community organizing consultant for youth, people of color and gay & lesbian organizations  
Member, National Black Women's Health Project  
Affiliated with L.Y.R.I.C.  
Affiliated with Medea Project  

11. Lorene S. Romero  

Member, WAN Membership/Development Committee  
Clinical Supervisor, Permanent Housing, Baker Place  

12. Theresa Swanick  

**WAN Board Treasurer**  
Member, WAN Special Women's Fund  
Benefits Counselor, AIDS Benefits Counselors  
Counselor for Collaborative Project of SF Department of Public Health, Department of Social Services and Social Security Administration  
Member, Social Worker's AIDS Network  
Member, California Bar Association  

13. Karen Topakian  

**WAN Board Vice-President**  
Co-Chair, WAN Public Policy Committee  
Executive Director, Agape Foundation
SAN FRANCISCO AIDS FOUNDATION
IS RECRUITING FOR THE POSITION OF
WOMEN'S INTERVENTION COORDINATOR
COMMUNICATIONS DEPARTMENT

GENERAL STATEMENT OF DUTIES

Under the general supervision of the Director of Communications for the San Francisco AIDS Foundation, plans, organizes, and directs a four-county education/prevention intervention program for women. The four counties are Alameda, Contra Costa, San Francisco and Santa Clara. The programs will be developed through The Center (Alameda), AIDS Project of Contra Costa, San Francisco AIDS Foundation and the Aris Project (Santa Clara). Funded for 6 months.

STATEMENT OF TASKS

1. Following goals and priorities developed by SFAF, AIDS Project of Contra Costa, The Center and the Aris Project formulates ongoing interventions targeting women.

2. Convenes community meetings, advisory groups, City/county task forces, and/or meetings with appropriate experts for strategic advise and input.

3. Establishes collaboration with appropriate 4 county agency staff and members of the communities and target population. Convenes working groups to assist in the development and implementation of intervention strategies. Participates in educational efforts designed and implemented by other community-based organizations as necessary.

4. Uses data from telephone surveys, needs assessment questionnaires, focus groups, staff experience, qualitative interviews with community leaders, academic literature on health education methods and AIDS prevention, community informants and other methods, to assist in determining intervention strategies.

5. Implements prevention and education strategies via material distribution, print ads, public service announcements, conferences, workshops, street outreach, community organizing, development of community leaders, discussion groups, skill and negotiation trainings, street theater and related events.

6. Attends appropriate agency & community meetings and makes presentations.

7. Coordinates development and implementation of intervention strategies with other 4 county agency programs.


— more —
9. Develops and monitors program budgets for interventions projects. Maintains operational and statistical reporting mechanisms in accordance with funding contracts.

10. Identifies and supervises all volunteers and interns associated with the project. Recruits volunteers with the assistance of volunteer programs in the four county agencies.

MINIMUM QUALIFICATIONS

Two years' experience in community outreach, health education, or advertising. Baccalaureate degree preferred in public health education, communications, advertising, journalism, community organizing/training or related fields. Sensitive to people with HIV/AIDS, gays, lesbians, and multicultural issues.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

Requires extensive knowledge in the following areas: AIDS prevention education, including the design, implementation, and evaluation of programs and materials; educational needs of women; advertising, including purchasing media, market research, and production; understanding and utilizing mass media communications; community organizing and street outreach methods. Requires the ability to develop health education programs for women; ability to write detailed narrative reports and compile statistics; conceptual design creativity, good judgment, and strong written and verbal communication skills.

EQUAL OPPORTUNITY STATEMENT

The San Francisco AIDS Foundation is an Equal Opportunity employer. Applications are encouraged from women, people of color, people with AIDS, HIV disease, and other disabilities.

APPLICATION PROCEDURE

For consideration, submit letter and resume to:

Personnel (ATTN: WIC-JD)
San Francisco AIDS Foundation
P.O. Box 426182
San Francisco, CA 94142-6182

Or, application may be made at our offices at 25 Van Ness Avenue, Suite 660. No phone calls, please.

DEADLINE

Applications must be received by Wednesday, November 24, 1993, 5:00 pm
Facsimile Transmittal

Date: 3/15/95

Please Deliver to: Eileen Hanson
ATTN: WAN Executive Committee

From:
Ami Becker
Administrative Assistant
Womens AIDS Network (WAN)
fax# 363-4740 phone#621-4160

No. of pages to follow: 3

Here is the

1. Newsletter proposal
2. Staff report for Board Mtg and
3. PLEASE propose donations for the
   MURAL project come thru WAN. It will be good for our PR and exposure in the community. Also, WAN can benefit!!

Ami
The mural project is happening!!! We have secured a site in the lower haight on Scott/Haight. The last 2 1/2 months Juana Alicia’s mural class and HIV+ women have developed sketches and generated valuable discussions about the concept and context of the mural. As of next week we will begin to prime the wall and prepare to execute the mural over the next 2 1/2 months!!! I am in the process of planning special events and soliciting money to help support and finance the project.

I am requesting that checks be written to the Women’s AIDS Network. WAN will not be responsible for allocating money from our budget as we have discussed, but I feel this will be an indirect way for WAN to get involved. This will benefit WAN by promoting our organization, additional PR and media exposure and potential increased membership.

There has been a request and interest to document the mural project. Potentially WAN could benefit 10-20% on the distribution and sales of a video. It is impossible to have the checks sent to an individual. Please consider my proposal. Also, the mural site has a small Patrick Billboard. I am proposing to Patrick and the owner to allow me to use the billboard as a means to give Women and HIV resources in our community.

I will further promote WAN. WAN can only benefit!!!

Warmth and creativity,

Ami Ann Becker
Women’s AIDS Network

To The Executive Committee:

I, Ami Ann Becker, propose to secure a monthly budget for the development of the Newsletter. The Newsletter is important for our members to be informed about the different committees, the attendance of general membership meetings (Networking opportunities!!), current events (local, national & international), job listings and investment to recruit new members.

I have been employed by WAN for over one year and have constantly been challenged to provide appropriate information to our members on time. There is always a time pressure and therefore it is important to invest in a graphic designer. Currently, I have worked with Innosanto Nagara in the layout of the Newsletter. He has donated much of his time as well as received minimal funding from WAN. He invests 3-5 hours a month and charges $15 per hour ($45-75). It is also important to figure cost of color, legal size paper and the time to xerox and develop the database.

I welcome feedback of the Newsletter!!! I have taken the responsibility to make sure that we keep our members satisfied and informed. I feel that the monthly Newsletter is WAN's strength.

It is also important to consider more staff hours. In the last year the Board has doubled and the membership has tripled. I receive 30-60 calls daily and constantly unravel the bulk mail we receive weekly. I feel that I am constantly under pressure to make sure WAN is meeting the needs of our community. I feel honored and proud to work for WAN, but need more hours and financial assistance on special projects to ensure that WAN does quality work.

I appreciate your time to read and comment on the above proposal.

Sincerely and warmth,

Ami Ann Becker
WAN Administrator

584 CASTRO ST.
SUITE 321
SAN FRANCISCO, CA
94114
415 621.4160
MEMO

DATE: February 7, 1995

TO: Women's AIDS Network

FROM: Bay Area Perinatal AIDS Center
Mindy Benson, NP
Maureen Shannon, NP
Carmen Madriz, SW
Joel Miller, Coordinator

RE: Gaps in services for HIV-positive women

Thank you for inviting us to participate in this meeting. We met and discussed the gaps that we have identified in our experience with the HIV-positive pregnant women. The following list is a brief description of gaps:

• Residential treatment centers for women and their children
• Comprehensive family centered primary care
• Child Care
• Transportation
• Available Safe Housing
• Affordable Legal Services
• Residential Centers for Homeless women (w/o substance abuse programs)
• Respite care for more than 4 hrs/ wk
• Less Duplication of Services
• Streamlining of processing
• Sensitive care for HIV+ women
• More flexible hours for care
• Perinatal services
• Access to research trials
• Sanitary Napkins
• Diapers/Pampers
• Pre-conception counseling workshops
Hi Hon -

Thanks so much for doing this. I'm sorry it took me a while to get it to you. I've had a horrendous week...mostly just phenomenally backed up from being out for so long. Ah, life.

I've highlighted what I think are important areas. I was going to make you a list of the issues, but I think they're probably easier to follow with the highlighter on the proposal itself. Basically, the proposal is to fund the only Women's Fund around and to expand it. Along with giving out the money itself, additional funds will enable us to be a much more valuable referral and resource point for women. We can also obtain more info regarding women's concerns and the demographics that are needed for our public policy work. The Fund is the centerpiece of WAN's work...second is policy. This proposal focuses on both, with the main thing being the Fund.

I know you're getting proposals from at least three women's groups: WAN, WORLD and Planned Parenthood's Care Clinic. A case can certainly be made for more funding for women...in the past only PP was funded, which is outrageous. (The SFAF obviously needs to be pushed in this area.) I could see funding all three, of course, but if a choice has to be made (this needs to be confidential) I'd go with WAN and WORLD since they provide services no one else does and since the Clinic is totally underutilized. WORLD and WAN are very different organizations from one another, with WORLD focusing on the support and education needed by HIV-positive women and WAN focusing more on a collective effort of women with HIV and women affected by the epidemic to network as women, do public policy work and community education, give out emergency funds to women, build visibility for women's issues locally and nationally, etc. WAN is looking for a better way to distribute the Fund in SF and also to expand to the East Bay through, hopefully, a collaboration with WORLD. By the way, WAN has about 400 members (orgs and indivs).

We've asked for more than the 40% of total budget recommended. That may be brought up. It's honestly what we need to do the proposal which is why we asked for as much as we did. I know all the reasons why a funding source doesn't want to fund a big part of an organization's budget, however.........

We're a small organization that does a lot of high quality, nationally reputable work so this funding would be very much appreciated by a lot of women and very well used. Because we're so unique, it'd be great pr for SF and WAN if we could expand, etc. The Fund will continue with or without the AIDS Walk so we're not dependent on the requested funds. However, as it is now, we can only raise the money to give out individual checks, not create the system we want or expand or administer the Fund, etc. Funding would also move us to the next stage of development for the org.

Hopefully, that gives you some idea of what's behind the proposal. I'd be more than happy to answer questions. Call my direct line - 291-5472 - I'll be there part of this weekend - or at home, 621-5620. I really appreciate your doing what you can. Take care.
WAN 1994 STRATEGIC PLANNING PROPOSAL
and proposed timeline

WAN'S PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

WAN'S MISSION
As a network, we advocate and provide for the development and improvement of public policies, education, and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN's methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.

GOALS AND OBJECTIVES

A. Define Agency Structure:
   1. Discuss and approve Strategic Planning Proposal 9/94
   2. Decide on time and structure of general membership meetings 9/94
   3. Strengthen the Board of Directors
      a. Increase the number and diversity of members 1/95 - 2/95
      b. Increase the expertise of members via training 1/95
      c. Clarify roles and responsibilities
         i. provide for leadership and evaluation of WAN and Board 1/95
         ii. define staff roles, responsibilities, goals and method of evaluation 10/94 - 12/94
         iii. define committee roles, responsibilities, goals, priorities and method of evaluation 10/94 - 12/94
      d. Provide for assessment of Board meetings, structure and time 1/95
   4. Decide how much of a service agency we wish to become

B. Increase Resources
      a. Assess what we now have and what we want to do
      b. Explore the possibility of increasing our income to $50,000
      c. Explore ways to work without our $20,000 annual donation
      d. Explore communicating with $20k donor re renewability of $20k
      e. Consult professional fundraiser
      f. Provide fundraising training to the Board members
      g. Increase involvement of the Board in raising money
   3. Develop outreach plan (including media outreach) for members
      a. Provide evening forums plan these in next 12 mos : 10/94 - 12/94
      b. Arrange special meetings with other women's ASO's 1/95
      c. Prospecting to other ASO's for lists for membership 1/95
      d. Hold Open House 95

C. Educate women affected and infected by HIV about prevention, treatment and resources
   1. Initiate discussion of restarting WAN's Education Committee 9/94
   2. Assess need for and update/create and distribute prevention materials 10/94-12/94
   3. Pursue Stop AIDS Project for women 10/94-02/95
a. Hire grant writer 2-95
b. Develop program 1-95

4. Explore development of Survival Guide with WORLD 1-95
5. Continue educational forums on issues of topical interest to the diverse population affected and infected by HIV ongoing
6. Continue newsletter and explore its expansion 10/94-12/94
7. Continue provision of information and referral ongoing

D. Influence Public Policy decisions locally, regionally, state-wide, nationally and internationally
1. Increase membership on WAN's Public Policy committee 1-95
2. Collaborate with WORLD, other ASO's, CBO's and health organizations on public policy issues of the diverse population of women affected and infected by HIV 1-95
3. Provide informative material to Public Policy makers, ASO's and health organizations on women and HIV ongoing
4. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, Department of Public Health, Joint Task Force on HIV Epidemic, Centers for Disease Control and Prevention...
5. Specifically explore the possibility of a national public policy meeting on women and HIV 10/94...

E. Advocate for improved service provision, and provide where appropriate, to women affected and infected by HIV and their families
1. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, DPH, Joint Task Force on HIV Epidemic...
2. Collaborate with WORLD, other ASO's, CBO's and health organizations on service issues of women affected and infected by HIV and their families 95
3. Provide informative material to Public Policy makers, ASO's and health organizations on women and HIV 2-95
4. Provide informative material to women with HIV 1-95
5. Continue to provide the Special Women's Fund and explore its expansion
   a. Conduct Annual Reports on the Special Women's Fund for purposes of development, influencing public policy and increasing the community network 1-95
6. Pursue a Stop AIDS Project for women 10/94-95
7. Assess gaps in services and explore the possibility of filling gaps 95
8. Continue to provide information and referral services ongoing

F. Provide opportunities within the diverse community of women affected and infected by HIV to network and collaborate on relevant issues
1. Continue monthly community network meetings ongoing
2. Continue newsletter ongoing
3. Continue to provide forums ongoing
4. Explore the possibility of additional social gatherings 95
5. Conduct outreach (including media outreach) to other ASO's and the diverse community of women affected and infected by HIV 1-95
   2-95
Supplemental Notes from WAN 1994 Strategic Planning Meeting

WAN's Accomplishments

Education: Two brochures, perinatal document, public forums, general meetings, network, media appearances

Public Policy: local committee, spoke locally and nationally, met with members of Congress, prevention reform document, sit on national bodies, lobbying, mem-
ers of three local networks

Service: Advocating for GYN exams, brochure, information and referral, Special Women's Fund, resource info., collection of demographics

Climate

Past: WAN's community is local Bay Area women affected and infected by HIV, ASO's locally (WORLD, Lyon Martin, SFAF) and nationally, researchers, policy makers, friends and families

Future: All above and more, non-AIDS-specific SO's, more women with HIV especially from more at-risk populations (poor, young, of color), more non-HIV women of color groups, more women at risk, IDU, homeless, incarcerated

Climate hurdles in 5 yrs: increased population of women with HIV, more disaf­fected and hard-to-reach women, stretched resources, burnout of volunteers and staff, less govt/individual money for marginalized infected population

Opportunities: money specifically for women, growing need might mean more money, more women aware of need to help with money, time, resources, health care reform (more regular care for women with HIV, more information to women, WAN can participate in discussion of reform, mobilize to improve), more col­laboration with ASO's (formal and informal), get on Community Thrift list, meet with women who do case management of women with HIV, Women's Fund can be used to advocate to more women, for more money, public policy, resource distribution, more care for all women less unaffected in the future, work with people of color organizations

Internal to WAN

Weaknesses: small board, tired board, stretched board, poor, lack of diversity, need staff, we want to do too much, problem with leadership and direction, lack of vision, keep doing crisis management, apathy of board, insecurity re funding, procrastination, not finding ways to deal with problems, process hounds

Strengths: can admit weaknesses, committed, well-connected, do a lot of work the number making the effort, creative problem-solving, women's fund, clothing voucher idea of Barbara's, work well under adversity, survived 10 yrs, female-based process, flexible, continue to do good work and want to grow
## WAN Strategic Plan

### 9/94-
- Decide on time and structure of general membership meetings.
- Initiate discussion of restarting WAN's Education Committee.

### 10/94-
- Discuss and approve Strategic Planning Proposal.
- Assess need for and update/create and distribute prevention materials.
- Define staff roles, responsibilities, goals and method of evaluation.
- Define committee roles, responsibilities, goals, priorities and method of evaluation.
- Provide for assessment of Board meetings, structure and time.
- Specifically explore the possibility of a national public policy meeting on women and HIV.

### 12/94-
- Provide evening forums (plan three in next 12 months).

### 1/95-
- Increase the expertise of board members via training.
- Provide for leadership and evaluation of WAN and Board.
- Arrange special meetings with other women's AIDS service organizations.
- Prospecting to other AIDS service organizations for lists for membership.
- Develop education program.
- Explore development of Survival Guide with WORLD.
- Increase membership on WAN’s Public Policy Committee.
- Collaborate with WORLD, other AIDS service organizations, community-based organizations and health organizations on public policy issues of the diverse population of women affected and infected by HIV.
- Provide informative material to women with HIV.
- Conduct Annual Reports on the special women's fund for purposes of development, influencing public policy and increasing the community network.
- Decide how much of a service agency we wish to become.
- Develop outreach plan (including media outreach) for members.
- Pursue Stop AIDS Project for women.
- Increase the number and diversity of board members.
1/95- Conduct outreach (including media outreach) to other AIDS service organizations and the diverse community of women affected and infected by HIV.

1/95- Hold Open House.

1/95- Collaborate with WORLD, other AIDS service organizations, community-based organizations and health organizations on service issues of women affected and infected by HIV and their families.

1/95- Access gaps in services and explore the possibility of filling gaps.

1/95- Explore the possibility of additional social gatherings.

2/95- Hire grant writer.

2/95- Provide informative material to Public Policy makers, AIDS service organizations and health organizations on women and HIV.

Ongoing

1. Continue educational forums on issues of topical interest to the diverse population affected and infected by HIV.

2. Continue provision of information and referral.

3. Provide informative material to Public Policy makers, AIDS service organizations and health organizations for women and HIV.

4. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, Department of Public Health, Centers for Disease Control and Prevention.

5. Continue monthly community network meetings.

6. Continue newsletter and explore its expansion.

7. Continue to provide forums at general membership meetings.

8. Continue to provide special women’s fund and explore its expansion.

Accomplished

Advocated for women affected and infected by HIV with the Joint Task Force on the HIV epidemic.
At each of our monthly Women’s AIDS Network General Meetings, we hold an hour-long educational forum. At the March General Meeting, several women who attended the HIV Infection in Women Conference in Washington, DC, gave brief reports of their experiences at the conference.

We spent much of the report back discussing the organizing of the Conference and its process. We unfortunately had far too little time to share much of the valuable content of the Conference. A number of speakers during the report back had concerns regarding the lack of attention paid to women with HIV in attendance, the need for more women of color speakers, the need for more outreach to and inclusion of the diversity of women of color to participate in the Conference, and the poor organizational quality of the Conference. Some had concerns about the lack of coverage regarding some issues like public policy and some felt the Conference was too clinical in nature.

However, a number of speakers also felt that much solid information was provided at the Conference. In spite of numerous problems, the Conference did afford attendees the all-too-rare opportunity to network with other women, to discuss HIV as it relates to women and to meet women from all over the country (and outside the country). There were many women with HIV at the Conference who were ecstatic to finally meet other women with HIV, with numerous phone numbers exchanged and many meetings arranged. A wide range of topics were covered at the Conference and a great deal of research regarding women (unique in and of itself) was shared through workshops and plenary sessions. A variety of exhibitors were present and there were many poster sessions. There were several opportunities to discuss issues with governmental representatives from, for example, the Centers for Disease Control and Prevention (CDC) and the Health Resources Services Administration (HRSA). Numerous sessions were held regarding the recent clinical trial on pregnant women and AZT and the subsequent CDC guidelines (released at the Conference) recommending counseling and the availability (not mandatory) of testing for pregnant women. Woman-to-woman transmission was given much more attention than has been the case in past meetings and discussions. Workshops were taped and can be purchased.

Following is a listing of the speakers at WAN’s Report Back, their phone numbers and a brief notation regarding their areas of interest and/or the workshops they attended at the Conference. Please feel free to contact them if you are interested in receiving more information about particular issues covered at the Conference. You can call Eileen Hansen at 291-5454, or Ami Becker at 621-4160, both of whom attended on behalf of WAN, if you’d like more general information about the Conference. The WAN Office also has available, for your information, the Conference abstracts and a great deal of printed materials. Call Ami at the above number if you’d like to stop in and take a look!

— over —
SPEAKERS AT WAN REPORT BACK ON NATIONAL HIV INFECTION IN WOMEN CONFERENCE, FEBRUARY 22 - 24, 1995, WASHINGTON, DC

Ami Ann Becker, MPH
WAN Administrator
415 621-4160
prevention and education materials

Rosa Benard
Program Manager, Communities of Color United Against AIDS
women of color issues

Moher Downing
Director, Phreda Project (Perinatal HIV Reduction & Education Demonstration Activity),
SF Department of Public Health
415 476-6117
safer sex for woman-to-woman transmission

Karena Franses, MSW
Ward 86, SF General Hospital
415 476-0828
intervention strategies, facilitating access to care

Eileen Hansen
WAN President; Public Policy Director, AIDS Legal Referral Panel
415 291-5454
public policy issues; woman-to-woman transmission; pregnant women and AZT/076 follow-up

Catherine Lyons, NP
Ward 86, SF General Hospital
415 476-4082 x82229
natural history studies; clinical issues

Lisa O’Connor
Counselor, Walden House
415 362-2646
psychosocial stress and social support; longterm survivors; HIV viral burden among IDUs; adolescent women

Ann Ueda
Public Policy Director, Asian/Pacific AIDS Coalition
415 243-8909
managed care; pregnant women and AZT/076 follow-up; public policy issues; Asian Pacific Islander and women of color issues

— over —
MEMORANDUM

Date: 8 December 1994

To: 584 - B Castro Street Residents/Occupants - MAA/WAN/HMI/ACT-UP

From: Bobby Rosenthal

RE: Responsibilities/Duties re: MAA office space

Hi Guys:

If you have not noticed, the office is basically at full capacity. As 1995 approaches I feel it necessary that we all start on an equal footing in terms of duties, etc. I hope to avoid any toe stepping or conflicts before they occur. The following is a list of important points to be aware of.

1) MAA activities take priority in the office space.

2) Any activities that the space recipients plan in the office that may conflict with MAA activities should be run by the Administrator in memo form in his mailbox as many days prior to the event as possible. This includes any meetings that will have over 3 people.

3) ACT-UP has use of the main room on Tuesday evenings.

4) The office needs to be cleaned often, especially on Fridays. This includes cleaning, recycle bins, and basic office maintenance (especially personal areas) - Schedule will be coming soon. THIS IS IMPERATIVE STARTING 1/1/95

5) The MAA office furniture and supplies are available for use by the other organizations upon approval. However whoever uses supplies should keep a record of those supplies and forward to the Administrator on a monthly basis. Appropriate compensation to MAA will be determined. (This item should be brought to your respective Boards immediately)

6) Large number of copies should be done at copymat. Administrator should be consulted immediately with any problems regarding the copier (her name is Viki, she is my baby). MAA staff should be informed when the copier is needed so MAA staff can complete planned projects.

7) Because of the limited space, organizations need to try to find other space for archival and obsolete things. The Administrator needs to be asked what space is available before organizations begin to store materials. No materials from organizations should be left outside their personal areas after use.

8) Personal/Social activities should be kept to a minimum when the office is full.

9) When MAA staff is not in the office, present orgs should not let anyone beyond their parameters.
10) Organizations staff should offer, when idle or have an overflow of volunteers, to assist MAA staff in answering phones.

11) Remember, MAA is not liable to any organization for personal or material harms incurred. We are not covered.

12) When in the space during non business hours, door should be locked for personal safety.

13) Beginning today, MAA will begin to reorganize the office; organizations will be informed if they need to move or remove anything and will be asked to assist in the final 1994 cleaning on Wednesday, December 14, 1994.

14) FYI - MAA is closed from December 23 - January 2. The space is available for use whenever you need it. Any walk ins for MAA should be recorded.

15) My home phone number is 563-1423 - feel free to call me if there are problems.

16) As per the MAA Board Resolution of December 1993, The term of the space donation is from 6 to 12 months. Keep this in mind and let your Board know.
January 23, 1996

Irving Sambolin  
Administrator  
Mobilization Against AIDS  
584B Castro Street  
San Francisco, CA 94114

Dear Irving:

Attached please find a check in the amount of $600. This represents payment from the Women's AIDS Network (WAN) of $50 per month for space usage during the past twelve months of 1995.

The Women's AIDS Network has never received a contract from MAA, as we have previously requested. However, we understand that $50 per month is the required amount for utilization of MAA space by WAN. We are happy to comply with this requirement and thereby have issued this check.

We ask that MAA and WAN engage in discussion as soon as possible regarding the future plans of both MAA and WAN and that, if appropriate, a contract be drawn up prior to issuance of further payment from WAN.

We would like to take this opportunity to thank Mobilization Against AIDS for its generosity in making the MAA space available to WAN at such a reduced rate. It has been extremely helpful to us as a community-based organization with a small budget.

Very truly yours,

Eileen Hansen  
Public Policy Director
WOMEN'S AIDS NETWORK
S.F. AIDS FOUNDATION
P.O. BOX 426182
SAN FRANCISCO, CA 94142-6182

PAY TO THE ORDER OF M.A.A.

Six hundred dollars 00/100 DOLLARS

CALIFORNIA FEDERAL BANK

MEMO: Rent for 1995: 12 mos or $50
Mobilization Against AIDS

DATE: 05 October 1995

TO: ALL STAFF of CAPS, HMI, MAA & WAN

FROM: Irving Sambolin

Forgotten Procedures

- Subletters of space at MAA (i.e. HMI & WAN), in your original agreements, a contribution of $50 payable to MAA was to be submitted monthly to cover costs (utilities, drinking water, copying, bathroom supplies, etc.). We do not ask you to assist us with property rent. We have not been receiving this monthly contribution. Your organization is 10 months in arrears. Please try to bring us up to date as soon as possible.

This contribution does NOT include office supplies or use of the postage meter. If you have used our postage meter, please let us know and please reimburse us for anything you may have used.

- All staff are responsible for the cleanliness of your own area. This includes taking care of your own garbage disposal, placing recyclables in the appropriate bin and vacuuming around your desks on a regular basis. Please empty your garbage into the bin near the exit door. Please place paper in the recycling bin near the copier. There is a bin near the exit door for bottles, cans and plastic containers marked $1 or $2 (this includes plastic cups from Pasqua and Spinelli). PLEASE empty and rinse these before placing them in the bin! And please do NOT place unrecyclable containers filled with liquid in the garbage cans. These should be emptied into the sink BEFORE throwing them away.

- All staff are responsible for cleaning up after yourself in the bathroom. If you make or even see a mess, try to help out by cleaning it up.

- All staff are responsible for cleaning up the conference area and the microwave after using them.

- Keys to the premises should not be duplicated or given to unauthorized persons. Nor should the alarm code be given out. Please see me prior to giving access to anyone other than one staff member per organization. If you have already provided access to others within your organization, please provide me with their names, addresses and telephone numbers as soon as possible.

Thank you in advance of your cooperation.

cc: Mike Shriver
MEMORANDUM

FROM: Eileen Hansen
291-5472 tel

TO: Irving Sambolin
Mike Shriver
863-4740 fax

DATE: November 15, 1995

SUBJECT: "Forgotten Procedures"

A memo has come to my attention (sorry for the delay!) regarding WAN’s being 10 months in arrears regarding our monthly contribution. WAN would be more than happy to contribute the requested $50 per month. However, we have never received a formal request for this contribution so we were not under the impression that it was due — or, in fact, overdue. I had previously met with Mike to request a contract between WAN and MAA and have not ever received that. If you would like your 10/05/95 memo to serve as that contract, that would be fine with me as I am not requesting anything particularly major. However, I would like a bit of additional information. What does our "lease" look like? Is it month-to-month? When do you consider us starting that lease? How often do you want to re-negotiate it or discuss it? If there are problems, what is your procedure for resolving them?

So, please let me know how to proceed. I’d love to clear this up prior to Mike’s leaving and I’d like to get you the money due by the end of the year.

Thanks much!

584 CASTRO ST.
SUITE 321
SAN FRANCISCO, CA
94114
415.621.4160
Candidates for 1996-1998 Board of Directors

The Women’s AIDS Network (WAN) Board of Directors is comprised of up to 14 members. We strive for a diverse and active group of women committed to advocating on behalf of women with HIV and furthering the mission and goals of WAN. This year, six women are continuing in the second year of their two-year term, which leaves open up to eight positions. Those women are Margot Antonetty, Olivia Baldain, Eileen Hansen, Helen Miramontes, Lisa O’Connor and Lorene Romero.

The current WAN Board of Directors decided this year to focus on three priorities for recruiting new Board members: women with HIV, women of color, and women with fundraising experience and interest. We believe we have for the most part achieved our goals in finding qualified women who fit these criteria. Therefore, we are recommending seven (7) women who we believe best fit that criteria of the women interested in serving in the WAN Board. We would like to leave one slot open so that we might continue recruiting someone interested in either fundraising or financial management for WAN.

The current WAN board of Directors recommends seven (7) names noted in bold and with a *. Please vote for those women you believe would further WAN’s efforts (whether recommended or not). Thank you for participating in WAN’s election of its Board of Directors! Please read the enclosed ballot for voting instructions.

Candidates

Hazel Betsy, a 35 year old African-American HIV positive lesbian, currently volunteers for Shanti Project and WORLD. She has given workshops and spoken on topics ranging from drugs/alcohol addiction and HIV to sexuality.

Her accomplishments include "The Positive Visibility" Mural in San Francisco; speaking in Hawaii at "The Ripple Effect" Women and HIV conference and in Seattle as a representative of WORLD.

As a woman living with HIV, Hazel would bring to the WAN Board a fresh energy and interest in the diverse communities that she represents. Serving on WAN’s Board of Directors would enlighten others to the concerns and needs of the clients served.

Anitra Busby is a 17 year old African American full-time high school student who works with Street Survival Project. She will bring her advocacy and leadership skills to the WAN Board of Directors. Anitra plans on attending college next Fall.

Laura Carcagno As a bilingual bicultural Latina, I feel very honored that WAN’s Board of Directors has selected me as a candidate for the 1996-98 Board of Directors. Participating on WAN’s Board will be an incredible learning experience for me and at the same time an excellent opportunity to utilize my poverty law, advocacy and lawyering skills on behalf of women with HIV.
As the AIDS Benefits Counselor outreach worker, I witness first hand denial of disability benefits to men and women living with HIV because of lack of health access, cultural barriers and systems neglect. I want to lobby for changes that could secure benefit access and income maintenance to HIV positive women.

Carol Dawson, a Registered Nurse working at the Visiting Nurses hospice, currently is a doctoral nursing student at UCSF focusing on women and HIV. Much of Carol’s professional background centers on HIV and women’s health in public and non-profit facilities.

Anna Heath I am a 29 year old women who has been living with HIV for eleven years and have been a resident of San Francisco for the last year and a half.

During the past 18 months, I have volunteered for the education department of SF AIDS Foundation, Maitri Hospice and Project Open Hand. I have spoken at volunteer trainings and special events for AIDS Walk, Classical Action, the National Medical Students’ Association Conference. I also served as an AIDS Foundation panel member posing questions to the city’s mayoral candidates at a recent forum. Currently I speak to young people about HIV prevention through the speakers’ bureaus of WEDGE and Health Initiatives for Youth. I am also training for next summer’s AIDS Ride.

I have experienced many unnecessary difficulties as an HIV-positive woman and am interested in working for the betterment of women’s lives.

Carolyn King My desire to become a board member of the Women’s AIDS Network stems simply from the fact that I don’t want to continue to be part of the invisibility of African-American lesbians in the AIDS movement. As a visible, active voice for my sisters of all colors, I hope to make a difference. I want to learn to be an effective voice, then use that voice for change.

Jeanette Gandionco Lazam I have over seven years of experience working in the HIV/AIDS field, three of those years have been devoted to women and their children with HIV/AIDS. I am a program developer by profession, and a public policy person deep in my heart. My recent HIV/AIDS work is with the Hawai’ian Women’s HIV Coalition (O’ahu, Hawai’i), and with the National Minority AIDS Council’s women of color & their children program.

Naomi Schegloff recently served as the Interim Administrator/Office Manager of the Women’s AIDS Network. She is currently with Health Initiatives for Youth and volunteering With the SF AIDS Foundation AIDS Hotline, the Outreach to Sex Worker’s Working Group and Prevention Point Needle Exchange.

Lateefah Simon As a peer educator and street outreach workers, I see the need for young women to have an active voice in issues that affect our community, HIV and AIDS in specific. Although I am only 18 years old I have already devoted my life to young women living with HIV and AIDS.
Ballot for 1996-98
Women’s AIDS Network Board of Directors

Please vote for 7 candidates

___ Hazel Betsy*
___ Anitra Busby
___ Laura Carcagno*
___ Carol Dawson
___ Anna Heath*
___ Carolyn King*
___ Jeanette Lazam*
___ Naomi Schegloff*
___ Lateefah Simon*

*Recommended by the WAN Board of Directors

You may vote by one of three ways

1. Mail this ballot to the WAN office, 584 Castro Street
   Suite 321, San Francisco, CA 94114-2500. Must be received by
   Monday December 4, 1995 at 5 P.M.

2. Fax your ballot to the WAN office, 415 863-4740 by December 4,
   1995 at 5 P.M.

3. Bring your ballot to the Tuesday December 5, 1995 WAN general
   membership meeting held at Lyon-Martin Women’s Health Services,
   1748 Market Street, San Francisco. Ballots will be accepted
   from 9 to 10:30 A.M.
3) The December Board Meeting also needs to be moved because of the holidays. It will be a pot luck gathering of new and old Board Members at my house and we need to settle on one of three dates. Please let me know which of these you can make *(note all that you can)*: Tuesday, December 12; Thursday, December 14; or Friday, December 15. The time will also be changed and will be from 6:00 - 8:00 pm on all three dates.

4) The retreat is being scheduled for January. Please note all your available dates for this all-day affair: Friday, January 12; Saturday, January 13; Sunday, January 14; Friday, January 19; Saturday, January 20; Sunday, January 21. Also note which day is preferred in general: Friday, Saturday or Sunday.

5) Those of us who were present at the meeting (Lisa, Lorene, Karen, Eileen) have the following proposal that I need your input on by 9:00am Wednesday, November 8 (either fax back your comments or leave on my voice mail):

We interviewed ten potential Board Members. We will have openings for 8, as 6 current members are continuing. We will have approximately three or four additional potential members to interview in November. We considered bringing those from this last meeting to November's meeting for more in-depth interviews and have decided to recommend against that because we believe we have gotten enough information from this last meeting. However, for those of you who could not make the meeting, you may want the chance to meet folks before deciding on inviting them to join the Board. Let me know.

I believe that the Board should settle on inviting 8 women to join the Board, pending the membership vote. The other option would be to put everyone on the ballot and let the membership choose. I believe that the Board should provide leadership to WAN through this process and since our "membership" is whomever attends the December meeting and whomever receives a newsletter (people who haven't necessarily paid membership dues and may be attending their first or second meeting) I believe that we have a much better handle on who might be appropriate Board Members. Further, we have a profile that we are using to help us make decisions: a) women who are HIV-positive; b) women of color; 3) women with fundraising expertise. I'd like to use that criteria and our interview process to determine appropriate Board Members. Let me know your thoughts on this proposal.

Potential Board Members:

1) Gina Facen  
African American  
Suggested by Eileen
Lyon-Martin HIV Counselor

Gina is likely removing herself from consideration due to time constraints and changing life direction (Eileen will be speaking with her to determine this). If she is truly interested, meeting participants would recommend.

2) Hazel Betsey
   HIV-positive
   African American
   Suggested by Lorene
   Has worked with WORLD and the mural project as a volunteer.
   Recommended.

3) Tove Beatty
   Suggested by Lorene
   Maitri Hospice
   Does not fit profile; has new job and thus has decided not to apply for Board position.

4) Lateefah Simon
   African American
   18 years old, SF State student
   Suggested by Eileen
   Works with Street Survival Project as HIV Counselor. Has lost several family members to HIV.
   Recommended.

5) Anitra Busby
   African American
   17 years old, high school student
   Suggested by Eileen
   Works with Street Survival Project.
   Group thought her commitment was unclear and not as strong as need be. Eileen will be talking to her; is recommended only if Eileen gets better feeling for her time availability and commitment to being a Board Member.

6) Carol Dawson
   Suggested by Helen
   Nurse, researcher. Mentioned limited grantwriting experience.
   Does not fit profile. Because of that, group does not recommend.

7) Laura Caragno
   Latina
   Suggested by Theresa
New staff member at AIDS Benefits Counselor; poverty law background.
Recommended.

8) Anna Heath
HIV-positive, long-term survivor (11 years)
Suggested by Lisa
Volunteer with a number of HIV/AIDS organizations
Recommended.

9) Jeanette Lazam
Filipina
Suggested by Eileen
Works with Women's Building; long history of political, women's and health work.
May only be available for six months because may be moving to Hawaii. Eileen will be speaking with regarding her plans. Group is split on this one - none of us feel good about bringing someone on for six months; however, Jeanette has great contacts and skills and could be very helpful to WAN for whatever length of time she can offer. What say?

10) Naomi Schegloff
Does not fit profile. However, the group generally felt that Naomi's skills would be helpful to WAN and we were tentatively willing to make an exception in this case to the profile and bring her on the Board. However, if there are qualified candidates who are HIV-positive or of color and we have to make a decision between choices, we would want to consider whether bringing Naomi on is the right choice.

Please get back to me by 9:00 am Wednesday with your vote on each of these choices: do you agree with the group's recommendations or do you have differing thoughts? Please keep this information private.

I will get back to you this week to let you know the results so that you can call those you suggested and tell them how we are proceeding. We need to get back to folks this week so they know we are still interested and so they remain interested in us!

Thanks so much for your immediate attention to these matters.
Women's AIDS Network Board of Directors minutes
Thursday October 26, 1995

Absent: Olivia Baldaia, Margot Antonetty, Helen Miramontes (leave of absence)
Facilitator: Lisa O'Connor
Minutes: Karen Topakian

1. Check in & Announcements
   - Lorene on vacation 11/3 - 11/13
   - Naomi is looking for paid work
   - Eileen returned from Skills Building workshop

2. Discussion of Board Elections Process
   Eight seats are available on the Board. More than eight candidates have shown interest in serving. Eileen posed the question: Should the Board recommend candidates to the full membership or should we just list the candidates who are interested? A decision about this item was tabled until after the presentation of candidates. Should the candidates we are most interested in be invited back for a more in-depth session at the meeting on the 16th?
   Eileen outlined the process for the meeting. She would present an overview of where WAN is going and how the Board nominations and election would work. Then each board member would talk briefly about why we work with WAN, what we bring to WAN and how we identify ourselves. Then Eileen would ask each potential board member these questions: What is about your background that makes you want to be on the board? Why a women's organization? Why an AIDS organization?

3. Date of next Board meeting - November 16, 1995 from 4 - 7 P.M.

4. Presentation of Potential Board Members
   Eileen gave the history of WAN and highlighted the various activities of the organization: the monthly general meeting, the Special Women's Fund, the Education Committee. She then outlined the election process: ballots would be mailed out with the November newsletter, the election would take place at the December 5 general meeting. She closed by listing board member responsibilities: attend the monthly board meeting, attend a monthly committee meeting, participate in fundraising and in the board buddy system. Each member of the current board introduced themselves making brief statements based on the prior discussion. Finally Eileen posed the questions listed above to the candidates.

Candidates in attendance were:
- Gina Facen, African American woman, Lyon Martin HIV counselor
- Hazel Betsy, HIV positive woman has worked with WORLD and the mural project as a volunteer
- Tove Beatty, works at Maitri Hospice
- Lateefah Simon, African American woman, 18 years old,
SF State Student works with Street Survival Project as an HIV counselor
Anitra Busby, African American woman, 17 years old high school student works with Street Survival project
Carol Dawson, Nurse researcher with limited grantwriting experience
Laura Carcagno, Latina, attorney at AIDS Benefits Counselor with a background in poverty law
Jeanette Lazam, Filipina, works with Women's Building, long history of political, women's and health work.
Anna Heath, HIV positive, long term survivor (11 years), volunteer with a number of HIV/AIDS organizations
Naomi Schegloff, former WAN staff member, worked with a number HIV/AIDS organizations

The candidates left at the end of the presentations.

5. Discussion of Board candidates
The board was excited about several of the candidates and felt pleased with the process. The board discussed recommending only 8 women who fit our profile of women who are HIV positive, women of color and women with fundraising experience to join the Board. The Board decided it was not necessary to invite candidates back a second time so only candidates who were not able to attend on October 26 would be asked to attend on November 16th.

6. Facilitation - Karen agreed to facilitate the November general meeting and Lorene the November board meeting.

7. Evaluation of meeting

* for more info on the candidates desire to join the board see Eileen's confidential memo dated November 6, 1995.
Overview of Administrative Duties:
In the last two and half weeks since beginning my work at WAN, I have received about seventy phone calls. Most of the calls are about community information (i.e., AIDS testing sites), job availability and questions about WAN’s services. Three women have come into the office to discuss volunteer/job opportunities and community resources. In addition, there have been requests for WAN to come to two World AIDS Day fairs in Sunnyvale and Hayward. Because they are too far away to travel to, I told them that I will send them our literature and other materials for them to display.

Discussion Item: 1. Are there any standard materials (or would we like to develop any) that we always include when we send out information? 2. I still am unclear as to the situation concerning the women and HIV packet that was developed a while ago and also the status on the woman to woman transmission packet. Also, last month Naomi wanted to discuss the possibility of hosting/co-hosting an evening forum addressing W-t-W Transmission.

Discussion Item (For Education Committee): Any thoughts for the speakers for January and on? Do I need to be calling any organizations? We had two calls to the office—one from a man wanting to discuss the benefits of chiropractic care for HIV positive women and one from a woman from Burroughs Wellcome who has money to fund possible speakers in the future.

23 people signed in at the Nov. General Board Meeting and 51 people signed in at the Women and HIV Conference. The November Newsletter will be sent out on Nov. 22 to approximately 350 people. Hopefully I will have two volunteers helping me with the mailing. In addition, I received a list of people interested in volunteering with AIDS organizations from the Volunteer Center.
Discussion Item: Also, the Volunteer Center is involved with an event on Dec. 13 at Horace Mann Middle School. From 5:00-8:30 p.m., 100 students/volunteers will be available to help an agency with work that needs to get done (i.e. a mailing). Does anyone have any ideas about how WAN can get involved? Karen and Alyssa working on this.
PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

MISSION
As a network, we advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN's methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.
URGENT ACTION ALERT

FROM: Eileen Hansen
TO: Concerned Colleagues
DATE: November 3, 1995
SUBJECT: HIV Testing of Pregnant Women

It is anticipated that within the next two weeks the Ryan White CARE Act will go to Conference Committee. Attached to the CARE Act are amendments regarding HIV testing of pregnant women/newborns. While some of us think some parts of the House version of the CARE Act are preferable to some parts of the Senate version and vice versa, the Senate amendment on HIV testing is far better. Why?

The House amendment (Coburn-Waxman) mandates HIV testing of newborns. The Senate amendment (Kassebaum-Kennedy) provides funds to implement the CDC recommendations on counseling and voluntary testing of pregnant women.

It is possible that some form of compromise between these two amendments will be sought and, in fact, we understand that a compromise that still includes mandatory testing language is already being discussed. We are opposed to any form of mandatory HIV testing and any compromise that includes this language. We support the Senate version and are working with other organizations around the country in advocating that the Senate version prevail in Conference Committee.

You can help! Please call the potential conferees on this issue by Monday, November 13. Also call your Congressmembers and ask that they contact the conferees to request that they oppose mandatory HIV testing.

Senator Nancy Kassebaum (R-KS) 202 224-4774
Senator Edward Kennedy (D-MA) 202 224-4543
Senator Christopher Dodd (D-CT) 202 224-2823
Senator Bill Frist (R-TN) 202 224-3344
Senator James Jeffords (R-VT) 202 224-5141
Representative Michael Bilirakis (R-FL) 202 225-5755
Representative Brian Bilbray (R-CA) 202 225-2040
Representative Thomas B. Liley (R-VA) 202 225-2815
Representative Tom Coburn (R-OK) 202 225-2701
Representative John Dingell (D-MI) 202 225-4071
Representative Henry Waxman (D-CA) 202 225-3976

Thanks so much!
MEMO TO:  
NORA Executive Committee  
NORA HIV Testing Workgroup  
NORA Ryan White CARE Act Workgroup

FROM:  
Irene Snow, Center for Women Policy Studies (202-872-1770)  
Co-Chair, HIV Testing Workgroup

David C. Harvey, AIDS Policy Center (202-785-3564)  
Co-Chair, HIV Testing Workgroup

DATE:  
November 6, 1995

We are writing to inform you of consensus views that were reached at today's meeting of the HIV testing workgroup. The NORA HIV testing workgroup reaffirms its opposition to any measure adopted in the Ryan White CARE Reauthorization Act that mandates HIV testing of newborns or pregnant women. We strongly support the Kasbeaum amendment to the Senate CARE Act reauthorization bill that provides resources to implement and evaluate HIV counseling and voluntary HIV testing for all pregnant women. We remain opposed to the Coburn/Waxman HIV testing amendment that adopts a phased-in approach to mandatory HIV testing of newborns.

During the meeting, it became apparent that the inclusion of any mandatory HIV testing amendment as part of the final CARE Act reauthorization bill would pose a serious threat to the workgroup's ability to reach consensus on final passage of the bill. A number of national organizations have indicated that they will oppose final passage of the bill if it contains any mandatory HIV testing measure. Therefore, we recommend that all future NORA coalition communications reaffirm opposition to mandatory HIV testing of newborns or pregnant women, and indicate concern that inclusion of such a provision could threaten NORA's ability to reach consensus on final passage.

Please contact us if we can provide additional information. Thank you.
October 31, 1995

Dear Friend:

I would like to invite you to join the California Nurses Association and other consumer, health care advocacy, and labor organizations in a major meeting in Oakland November 15 to move forward with a health care reform initiative for the November 1996 ballot in California. The meeting will be held at 7 p.m. at Faith Presbyterian Church, 49th and Webster, 2 blocks east of Telegraph.

The California Nurses Association, in consultation with Ralph Nader, Harvey Rosenfield, author of the landmark auto insurance reform measure, Prop. 103, and others have been drafting a proposal to repair some of the gravest abuses in our health care system.

Among its varied components, the "Patient’s Bill of Rights," would:

- Establish a fund from the revenues of large health care industry corporations to provide health care services for the uninsured.

- Prohibit the denial of care to people with health coverage, such as limitations on referrals, diagnosis and treatment, practices that have become synonymous with managed care.

- Provide whistleblower protection to assure that physicians, nurses, and other caregivers can advocate for patients without facing discharge or delisting.

- Create an independent consumer oversight board with the power to monitor the quality of care and intervene on behalf of patients.

With growing public awareness of the health care crisis, we believe there will be an opportunity in 1996 for unifying patients and caregivers, consumers and health care workers on behalf of substantive reform.

We believe this proposal will generate popular appeal. But we all recognize the need for broad support from the labor, health care, and social policy communities to build a campaign for an initiative and address some of the underlying sources of the crisis.

Your voice, concerns, and participation are extremely important. I hope you will join us.

In Unity,

Rose Ann DeMoro
Executive Director
Join us to commemorate international human rights day...

Demonstrate to tell the Calif. Dept. of "Corrections" (CDoC):

* Women prisoners need basic medical care
* Shut down the high security control units

Luxury Hotel?
No! Death Hole for PWAs

Lack of Punishment

When: MONDAY, DECEMBER 11th, 4 - 6 pm.
Where: CDoC Region 2 Headquarters, 1145 Market St.
        S.F. (btwn. 7th & 8th)

Why: Conditions for women prisoners in California state prisons are worse than ever. Medical neglect, abuse, and death occur at an alarming rate -- despite a class action lawsuit demanding adequate health care for women prisoners. More women are being held in control units within two women's prisons in Chowchilla, CA for indefinite terms. Come out and demand an end to the murder, torture and abuse of women prisoners.

Sponsored by the California Coalition for Women Prisoners
and the Prisoners' Justice Action Network

for more info call: 415-255-7036, ext.4 or 510-845-8813

Partial list of endorsers: Criminal Justice Consortium, Center on Juvenile and Criminal Justice, Legal Services for Prisoners with Children, HIV/AIDS in Prison Project of Catholic Charities, Out of Control: Lesbian Committee to Support Women Political Prisoners and POW's, Norma Jean Cray Defense Committee, Interfaith Prisoners of Conscience Project, Prison Activist Resource Center...
Eileen Hansen  
Women's AIDS Network  
564 Castro Street  
San Francisco, CA  

Dear Eileen:

It seems fitting that I am writing you on a WAN Tuesday. I booted Alexander off the computer to finally get this note of thanks and more off to you. I want to thank you and the Board for the wonderful party you threw for us. We all enjoyed ourselves and Sandy is sorry he couldn't be a part of it. Also, I would like to thank you for the beautifully engraved box. I think it's the first time since college that I received an engraved gift. And none of you knew that inadvertently I own quite a diverse box collection and this is now my crown jewel.

Eileen, I would also like to take a second to thank you for hosting the party for me. I'd also like to tell you how much I appreciate you for your incredibly focused attention and commitment to WAN and to women with HIV on a global level. As I said in person, it is so heartwarming to leave WAN in such good shape and in such capable hands.

But I promised to jot down my parting vision. I have been working on it since I left town. And it is finally reaching gestation. Given that your vision has basically been embraced by the Board, I thought I would take it from there and lay out some practical next steps, even if some may seem obvious. So I have enclosed a separate memo to the Board with my ideas. I am also proposing to do fundraising work for WAN to determine the appropriate funding sources for the current strategic plan and do grant writing for you. I would love to do this work for WAN and have laid out a proposal to the Board. I am willing to be flexible to your needs and could certainly save the board time and money in bringing someone else up to speed. I have the time this Fall, as I develop my east coast network and would take on the WAN work as my #1 priority.

Anyway, thanks for everything and keep in touch.
MEMO

TO:        Board of Directors
            Women's AIDS Network

FROM:  Susyn Almond

DATE:  October 16, 1995

RE:  Parting Shots Perspective & Proposal

First, let me thank you for the lovely going away party and gift. My family really enjoyed the intimate joyous evening at Eileen's. I'm sorry I couldn't say goodbye personally to all of you.

Anyway, Eileen's mid-year vision treatise inspired me to put together some subsequent thoughts and suggestions on leaving WAN. WAN has really been a lifeline for me at times as well as a support network and a way to connect with our community. There are times I know for all of us when the commitment demanded seems infinite, but I always felt that the rewards were worthwhile.

It seems to me that WAN should concentrate on those areas that have been so successful in recent years, i.e., forums, policy/advocacy work and community networking. In addition, I think WAN should continue to play the vital role of community conscience for women with HIV, ensuring agencies are truly providing appropriate services. In this regard, I would recommend taking another look at the excellent March 1995 recommendations put together by the Coalition for Positive Families. Have any agencies responded to ensure services are being provided for clients and their families?

I. WAN - Growing Up & Moving Out

WAN is in a critical year of its growth. The planned move to Oakland marks a real milestone - growing up and moving away from our parent organizations and making a home of our own.
A. Maintaining Members/Donors

In this growth process, you want to make sure that WAN does not lose any of its members. San Francisco members should be reassured that meetings will continue to be held in the city and that their needs will continue to be served. And potential East Bay members should be assured that you are looking at ways to fund expansion of Forums and the Fund to the East Bay.

B. Moving Day

To that end, it is important that the community be involved in the preparations, the move and its celebration. Perhaps you could ask SF WAN members to help loading up, while having East Bay residents help unload. You could ask former board members to be a part of the process too. In this way, WAN members will feel immediate ownership of the new space.

C. In-Kind Contributions

I'm sure you will have a new wish list for the new office and need donations of furniture and equipment. In the chaos of moving, hopefully you can make an effort to give receipts for tax purposes and note the in-kind donations.

II. Board Recruitment

To revive the evening forums, I would look for people with interest and energy in organizing them. This means people not only with education experience but with promotion skills. In addition, we need to continue training individuals in advocacy, since, unfortunately, Eileen and Karen will not be with WAN forever. In looking at Board recruitment, I would also seek out women with development/fundraising experience, financial/accounting types, pr/marketing people including those with merchandising expertise. (T-shirts, magnets, baseball caps could bring in $) I think we have sought out people with the right politics and colors and forgotten sometimes to look for those same characteristics in the business community. WAN definitely needs to build bridges in that direction. If WAN is to grow financially it needs to reach out to the business community. Having board members who are part of that community would do a lot to move in that direction.

III. Working with WORLD

It seems to me that the WAN Board needs to take a look at its activities and determine which ones are inherently WAN and to be maintained as such and which ones are appropriate for collaboration. I would suggest that time be taken
to really think about what is uniquely WAN before beginning discussions about collaborative projects with WORLD. Also, I would suggest waiting to year two to do collaborative fundraising, meaning that any major collaborative activities would not begin for at least a year and a half. This would give time for the community to adjust to planned changes, i.e., combined newsletter, etc. During this time frame I assume you will begin a long term dialogue with WORLD to develop appropriate connections, looking at what kinds of projects can be done with mutual benefit: HIV U, evening forums, policy work, etc. Once decisions are made as to specific joint projects, planning can begin while looking for appropriate funding sources.

IV. Strategic Planning & Development

I suggest that WAN develop a strategic plan that integrates timelines for forums, policy work and fundraising, staggering large events so a major evening forum is not held the same month as a major fundraising event. In addition, I would like to offer to do immediate grant/corporate fundraising research this Fall. I have the time and would enjoy the work. A report would be written with recommendations of specific areas to pursue for development support including:

1. Operating funds for organizational growth  
2. Funding for Evening Forums and other outreach activities  
3. Costs of Expansion to the East Bay for the first time  
4. Policy/Advocacy activities  
5. Costs of launching an individual large donor campaign.

I have developed some ideas for fundraising that I would enjoy sharing with you. I could save WAN time and money in that regard due to my familiarity with the organization's history and program. Hiring someone new would mean paying for their learning curve while they are familiarizing themselves with WAN.

Please let me know your response to my ideas.
WOMEN'S AIDS NETWORK VOLUNTEER TIMESHEET

<table>
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Total amount of time spent

Please include only one month of activities on each timesheet. Please indicate time in minutes, e.g. 15 min, 25 min, 60 min

This timesheet will be used to calculate how much volunteer time board members donate to the organization. This is not to be used as a check to see that people are putting in enough time. It will be used to determine the amount of uncompensated time we expend doing work for WAN. The total amount of time spent will be included in future grant proposals.
WOMEN'S AIDS NETWORK EXPENSE REIMBURSEMENT SHEET

Name ___________________________________________ Date ____________

Mailing Address ____________________________________________

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Total ____________

Amount Reimbursed ____________

Check Number ____________

Date of Check ____________

Please attach receipts to the form in the order in which you have listed the expenses. Only, Theresa Swanick, our treasurer can agree to reimburse an expense without a receipt.

*If you receive a donation for goods or services, please include the donation on this form and write "in-kind" under amount column. If you know the real cost of the donated item or service, please indicate the amount next to "in-kind."
COMMITTEE REPORTS FOR WAN NEWSLETTER

Public Policy Committee
The WAN Public Policy Committee continues to work at the federal level on the issue of mandatory HIV testing of pregnant women and newborns. The Ryan White CARE Act has still not gone to Conference Committee, but may within a short time of your receiving this newsletter. We have a chance to defeat mandatory HIV testing if the Senate amendment to the CARE Act prevails. Please see Action Alert, inserted, for how you can help!

At the state level, SB889 (Leslie), which was changed from mandating HIV testing of newborns to requiring prenatal care providers to educate and counsel their pregnant patients and offer a voluntary HIV test, was signed into law by the Governor. While this bill is not all we had hoped for, it does not mandate testing, does not require documentation on whether the woman agreed to be tested and does not require documentation of test results. This was a hard fought victory and we thank you for all your help on this important issue. On the other hand, another bill that WAN was tremendously involved in — AB1408 (Villaraigosa), the compassionate release bill for terminally ill prisoners — was vetoed by our compassionate Governor.

Please join us for future women and HIV public policy efforts! Our meetings are the second Tuesday of each month, from 1:00 - 2:30pm, at Lyon-Martin Women’s Health Services, 1748 Market Street (close to Van Ness). The next meeting will be on Tuesday, December 12. If you are interested in attending or want more information about the public policy work of WAN, please call Public Policy Committee Co-Chairs Karen Topakian at 648-3159 or Eileen Hansen at 291-5472.

Membership & Development Committee
The Membership & Development Committee is responsible for raising funds to keep WAN alive and growing. That means we work on increasing the membership in WAN and increasing the money in our coffers to fund our work. As we are nearing the end of the year, we ask that you make a donation to WAN. If your dues are not paid up, please see the form in this newsletter and send us a check. If your dues are paid, we very much need your additional support in the form of a year-end donation. As you know, most of our work is done by volunteers and we subsist on a very meager budget. However, we cannot continue to do either the quantity or the quality of work on behalf of women with HIV without your generous, and continued, support. So, please, pull out that checkbook right now and drop your contribution in the mail! We appreciate it more than you can imagine.

The Committee would also love your help in planning and implementing these efforts. We meet on the second Wednesday of each month, from 5:00 - 6:30pm, at the AIDS Office, 25 Van Ness, 5th Floor. The next meeting will be on Wednesday, December 13. If you are interested in attending or want more information about the membership and development work of WAN, please call the WAN office at 621-4160.
Education Committee
We are looking for suggested topics/speakers for the educational forums at our monthly community meetings and evening forums in 1996. Please call or send your suggestions to the WAN office.

Special Women’s Fund
*The Special Women’s Fund serves more women than any other agency in the Bay Area!* The Fund is for low-income, HIV-positive women in San Francisco. We saw XXXX women in October; XXX of them had never accessed the Fund before. Contact Barbara Garcia at 202-7430 for more information on the Fund or to help us analyze the data we’re receiving from the women we see. This project is a very important one to WAN and your donations (see Membership & Development report, above) help sustain the Fund. Also, we give out toiletries such as shampoo, conditioner, soap, etc. with the annual checks, so when you travel, remember the WAN Special Women’s Fund and collect those small complimentary bottles (perfect size) in your room and bring them to the WAN office or the monthly community meetings. Thanks!
MEMORANDUM

FROM: Eileen Hansen
TO: Jeanette Lazam
DATE: November 16, 1995
SUBJECT: Joint WAN/Women’s Building Event

The Women’s AIDS Network would like to ask the Women’s Building to co-sponsor an event on Lesbians and HIV Transmission. We anticipate organizing a panel discussion to be held at the Women’s Building on Thursday, February 15, in the evening, from approximately 6:00 - 9:00pm. Based on previous experience with evening forums, we would anticipate about 100 - 150 women attending.

We would like the Women’s Building to help publicize the event and to waive the rental cost of the Building. We will provide non-alcoholic drinks, snacks, the organizing and the speakers. If the Women’s Building would like to help with any of those, we would be happy to work together. In addition, if someone could be present that evening to say a word about how great the Women’s Building is and how we should all support it by (for example) paying for events held there, that would be lovely.

Thanks for your support of this event and thanks to the Women’s Building for your increasing commitment to women and HIV issues.
Administrative Report 10/95
Naomi Schegloff

Overview of Administrative Duties:
In addition to the usual flow of phone calls and letters, I met with three women to discuss community resources and job/volunteer opportunities. A number of projects needed to be finished off before handing the office over to Alyssa: the office manual has been updated and expanded, the rolodex has been edited down a bit and organized, and the bulk of training is complete. A camera-ready ad (in two sizes) has been put together for submission to periodicals and programs (look for it in the program for the Lyon-Martin Lesbian Mixed Doubles Tennis Tournament.)

The newsletter has been expanded to include a Calendar insert/Upcoming Conference list; this frees up more space to list services available in the community. What do you think?

Materials were prepared for tabling at the Women & HIV conference, where Alyssa, Olivia, and I met with conference attendees and spread the word about WAN. If you didn't get to attend the conference, a copy of the program/syllabus are available in the office.

October's General Membership Mtg. sign-in sheet listed 31 people (there were definitely people who did not sign in); a dozen people signed up/chipped in to receive the Woman-to-Woman Transmission Packet (pending completion). A number of additional individuals have called/written for more information re W-t-W Transmission; the packet will be available soon, and Karen is making copies of the audio tape of Eileen's talk (will be available through the office.)

Discussion Item: Should WAN host/co-host an evening forum addressing W-t-W Transmission? We may have a volunteer who would be able to assist/do a lot of the organizing.

Additional Discussion/Action Items:
1. WAN's membership data base is currently fairly accessible (turn on the computer, and boom - there it is.) Given that ours is a shared office space, this file should really be password protected.
**Action Item:** Does anyone have password protection software they can donate to/copy for WAN?

2. We still haven't given a thank you gift to Innosanto Nagara (desktop publisher/layout person) for his donated time and skills.

→ **Discussion Item:** Can we give him a thank you gift? A $100 gift certificate to a local book store has been suggested.

3. At the last WAN general membership meeting, the graphic designers responsible for the "Record Breaker" campaign that lines Market St. approached WAN and other women and HIV organizations about doing a pro bono campaign. Gannet has been known to donate space. While Inkworks does not do bus-stop poster size ads, they might be able to refer us to someone who does. Finally, a woman in my book group is a professional photographer and a while back she mentioned she might interested in doing some pro bono work for us.

→ **Discussion Item:** Should WAN/a group of women & HIV orgs. launch a poster campaign to publicize our services/women and HIV issues?

4. I hope to give a list of additional suggestions to Karen by the end of the week. It has been a wonderful experience working with all of you for the last few months- thank you for this terrific opportunity. I look forward to seeing all of you at the monthly WAN meetings and (hopefully) working with you again in the future. By the way, that updated resume is finally ready... Forgive me if I throw it your way before I leave...

see you there!
prisoners
Packet
WOMEN'S AIDS NETWORK
BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 26, 1995
25 VAN NESS
ROOM TO BE CONFIRMED:
CHECK FIFTH FLOOR TRAINING ROOM (AIDS OFFICE)
4:00 - 6:00 PM
LISA, FACILITATOR

AGENDA

Welcome Alyssa! Thanks Naomi!
Check-in and Announcements 4:00 - 4:15
Agenda Approved/Timekeeper Designated

President’s Report 4:15 - 4:30
Discussion of Board Elections Process
Change of November Board Meeting Date:
Choice of Thursday, 11/16 or 11/30, 4:00 - 6:00pm
Facilitator Chosen

Presentation of Potential Board Candidates 4:30 - 5:30
* Please invite your candidates to be present during this time
and ask them to bring resumes or personal info if possible

Discussion of Board Candidates 5:30 - 5:55

Evaluation of Meeting 5:55 - 6:00

Because of this important discussion, we will limit other agenda items. If there is extra
time, we will discuss items in reports or minutes as we can. Enclosed in this packet are a
number of items of interest. Should you have questions about any of them, please discuss them
prior to the meeting with Eileen or the appropriate person. Only a few reports are enclosed: the
Membership/Development and Public Policy Committees. The Staff Report will be faxed to you
by Naomi by Tuesday, October 24. Minutes of previous Board Meetings, Executive Committee
Meetings and the Financial Report will be available at the meeting. No reports are available
from the Education Committee or the Special Women’s Fund. Please fill out time sheets and
volunteer sheets and bring them to Eileen at the meeting.

See you soon. Thanks!
As of this report, the WAN Public Policy Committee is awaiting final word on both state and federal attempts to mandate HIV testing for pregnant women and/or newborns. At the federal level, the House developed language mandating HIV testing of newborns and attached it to its version of the Ryan White CARE Act. As we previously reported, the Senate passed an amendment that would essentially codify the CDC's Recommendations for HIV Counseling and [voluntary] Testing for Pregnant Women. The Ryan White CARE Act was reported out of the Senate with this amendment. The disparate House and Senate versions go to Conference Committee in October and agreement will need to be reached between the two. While some portions of the House version of the CARE Act are preferable to some portions of the Senate version, we're continuing to work with other organizations around the country in specifically advocating for the Senate approach to HIV testing to prevail in Conference Committee. If you are interested in making a couple of phone calls to Congress to help on this critical issue, please call Eileen to see if it's been resolved by the time you receive this newsletter.

At the state level, SB889 (Leslie) — California's HIV testing and counseling of pregnant women bill (no longer focused on mandatory testing) — and AB1408 (Villaraigosa), the compassionate release bill for terminally ill prisoners — are both awaiting Governor Wilson's signature. WAN has been very involved in both of these efforts and if you'd like copies of the final language, please let us know.

The WAN Public Policy Committee has begun discussing plans for the expansion of our public policy training for women in the Bay Area. Watch this space for further information on future training sessions and how you can learn to advocate for women and HIV issues. We encourage you to consider working with us on this and other efforts. Our next meeting will be the second Tuesday of November, on November 14, from 1:00 - 2:30pm, at Lyon-Martin Women's Health Services. Please call if you are interested in attending or want more information about the public policy work of WAN: Co-chairs Karen Topakian (415 648-3159) or Eileen Hansen (415 291-5472). Don't forget to vote on election day November 7!
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MINUTES FROM 10/11/95

MEMBERSHIP AND DEVELOPMENT COMMITTEE

Present: Lorene R., Margot A., Eileen H.
Absent: Lisa O.

Eileen H. came to the M+D meeting (how does the woman do it "all"?) We discussed the possibilities of applying for the Northern California Grantmakers AIDS Task Force (NCG) and the Mobilization Against AIDS Dance A Thon money. Both grants are geared towards public policy issues and Eileen has graciously offered to do the applications for both grants.

The committee discussed the need for additional members of the board or women’s community to help with grant writing and fund raising. It is essential for WAN to continue to raise money but we need more helping hands. If any Board members know of others who have fund raising abilities or grant writing talents please contact a M+D member.

Action Items:
Eileen will apply for the 2 grants (thank you, thank you, thank you), and the other members M+D will continue to recruit others for the board. Lorene will continue to search through the incoming WAN mail for other fund raising opportunities.
MACY’S PASSPORT REPORT

The final report is in..........................

We sold 140 Passport tickets to our supporters, friends and family, 57 ticket stubs were collected at the doors. Each ticket redeemed brought us an additional $3. Here’s the breakdown...

$1227.88 - percentage of day’s sales
$171.00 - ticket stubs ($3 x 57)
$500.00-American Express bonus for having 8 volunteers and selling 100+ tickets

$1698.88 - Total from Passport day
$1400.00 - ticket sales (140 x $10)

$3098.88

CONGRATULATIONS
TO: WAN Board Members  
FROM: Naomi Schegloff  
RE: Possible Collaborative Media Campaign  
DATE: October 9, 1995

Margaret Tedesco and Isabelle Massu, the graphic designers who worked on the "Record Breaker" poster campaign that lines bus stops along downtown Market Street, are interested in doing some pro bono work addressing women and HIV/AIDS concerns. Isabelle (?) attended the last WAN meeting to check out our organization and put the word out to the community. I spoke with her briefly. They are not really interested in doing brochures, but would like to work on a poster campaign. Isabelle suggested that Gannett might be willing to donate some space, and we might be able to find someone to donate printing.

This would be a great way to collaborate with other women and HIV/AIDS organizations (WORLD, Lyon-Martin, PHREDA, Iris, etc.), gain visibility, and let women out there know that there are a variety of organizations out here to support them. I realize that determining who would/would not collaborate on the campaign could be extremely political, but there must be some diplomatic way to navigate the politics and list agencies that are genuinely focused on women. We might be able to approach Inkworks about donating printing costs, especially if we thank them on the poster. What do you think? I am interested in helping with this after I officially leave WAN (as time permits). Please let me know what you think.
LESBIANS AND HIV
A Complete Overview of Fact and Theory

LYON-MARTIN
WOMEN'S HEALTH SERVICES
Presents
MARJ PLUMB
NEW YORK CITY DEPARTMENT OF HEALTH

This presentation will offer facts and theories on why there are so many lesbian and bisexual women living with HIV yet they remain virtually invisible. Information and research data will be presented that reflects the multiple HIV risk behaviors of this population, including: substance use, sex with men, female-to-female transmission and artificial insemination. This is probably the most comprehensive presentation on women who have sex with women and HIV you have ever attended.

WEDNESDAY, OCTOBER 25, 1995
9:30AM TO 11:00AM

LYON-MARTIN WOMEN'S HEALTH SERVICES
1748 MARKET STREET, SUITE 201
SAN FRANCISCO

CALL (415) 565-7671 FOR MORE INFORMATION

Co-sponsored by the National Center for Lesbian Rights and the New York City Lesbian AIDS Project - GMHC

Gay men wishing to become advocates for lesbians and HIV are encouraged to attend.
TO: All LIFE Member Organizations
All Interested Parties

FROM: Laurie McBride, Executive Director

DATE: 13 October 1995

Congress is currently considering budget language that would effectively ban non-profit organizations from public policy advocacy. Congressman Ishitook has authored an amendment that would prohibit non-profit organizations that are the recipients of any federal dollars from using more than 5% of their total budget on lobbying or advocacy efforts.

This would have the chilling effect of silencing our voices from any federal and state policy discussions. Not only would non-profits find their ability to communicate and advocate muzzled, but organizations such as LIFE, AIDS Action Council, the Human Rights Campaign and others would likely be forced to shut down.

A sample letter of opposition is attached. I urge you to send such a letter on your letterhead to your congressional representative.

If you have any questions, please do not hesitate to contact me or either of LIFE's Co-Chairs: Gene Copello or Roger Coggan. Thanks!
October 11, 1995

The Honorable name name
XX Congressional District
address
Washington, D. C.

Salutation:

On behalf of (agency), I write in opposition to the “Ishtook amendment.” As you know, this proposed amendment to the Budget Act prohibits any non-profit organization that is the recipient of any federal dollars from fully involving itself in federal and state policy discussions.

This amendment will have a chilling affect on vulnerable and traditionally-unrepresented communities. Many AIDS service organizations, for example, are recipients of federal HIV prevention, care and service money; these same organizations would no longer be able to communicate front-line concerns to their elected representatives at a time when the federal government is rightly recognizing the paramount need for local community input and control.

Non-profit organizations and their constituents should not be denied access to policymakers. I urge you to oppose the Ishtook amendment or any effort by Congress to impose restrictions on the ability of non-profits to communicate with their representatives.

Sincerely,

name

;title
Come with us to the SF Board of Supervisors!

Rally / Hearing

To discuss and vote on two local ordinances:

1. Opposing INS/Migra Raids in the City and County of San Francisco

2. Declaring SF in Non-Compliance with Proposition 187

Monday, November 13 - 1 PM
War Memorial Hall
401 Van Ness Avenue

Please, sign and circulate the enclosed petition supporting these ordinances. We need thousands of signatures. The petition has no legal requirements of residency, nationality or registration. Anyone can sign it. Feel free to organize volunteers to gather signatures in markets, post offices, voting sites, demonstrations and rallies.

Please, send filled out signature sheets through FAX before or on November 7 to:

FAX: (415) 648-5257

Be prepared to have a delegation present at the rally and speakers supporting the measures to address the Board.

Send letters of support for our initiatives to the Board of Supervisors:

SF Board of Supervisors
401 Van Ness Avenue, Room 308
San Francisco, CA 94102
Call the Supervisors!

Call the supervisors on the phone and urge them to support these proposals: Angela Alioto (554-7788); Tom Ammiano (554-5144); Sue Bierman (554-6661); Terence Hallinan (554-7766); Tom Hsieh (554-5015); Barbara Kaufman (554-4880); Willie B. Kennedy (554-5734); Susan Leal (554-6644); Carole Migden (554-4033); Kevin F. Shelley, President (554-4005); Mabel Teng (554-4987)

Don't do only one thing! Sign and circulate the petition, come to the rally and hearing, send letters of support and call your supervisors!

Please, send copies of your letters and name of your speakers for the hearing and the signatures you gather for the petition to:

MDI FAX/Phone: (415) 648-5257

Movimiento por los Derechos de los Inmigrantes (MDI) - Immigrant Rights Movement Immigrant Pride Day Organizing Committee.
PETITION
TO THE SAN FRANCISCO BOARD OF SUPERVISORS:

We, the undersigned residents of San Francisco, support the proposals currently being considered by members of the San Francisco Board of Supervisors which condemn illegal activities conducted by the Immigration and Naturalization Service (INS) and which would require San Francisco not to comply with Proposition 187.

We demand that the San Francisco Board of Supervisors introduce and pass the above legislation.

PETICION
A LA CAMARA DE SUPERVISORES DE SAN FRANCISCO:

Nosotros, quienes firmamos esta petición, y residentes de San Francisco, apoyamos las propuestas bajo consideración por miembros de la Cámara de Supervisores de San Francisco que condenan las actividades ilegales por parte del Servicio de Inmigración (INS) y que requerirían que San Francisco no cumpla con la Propuesta 187.

Exigimos que la Cámara de Supervisores de San Francisco presente y vote a favor de esta legislación.

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Please copy & circulate. Send complete petitions by fax or mail to the Immigrant Rights Movement (MDA) / Por favor copiar y circular. Enviar peticiones llenas por fax o por correo al Movimiento por los Derechos de los Inmigrantes (MDA)
Phone/Fax (415) 648-5257, 3311 Mission St., Suite 135, San Francisco, Ca 94110
To commemorate international human rights day...

STOP THE MURDER
OF WOMEN PRISONERS!!

Demonstrate to tell the Calif. Dept. of "Corrections" (CDoC):

* Women prisoners need basic medical care
* Shut down the high security control units

When: MONDAY, DECEMBER 11th, 4 - 6 pm
Where: CDoC Region 2 Headquarters, 1145 Market St. S.F.

Why: Conditions for women prisoners in California state prisons are worse than ever. Despite a class action lawsuit demanding adequate health care for women prisoners -- medical neglect, abuse, and death occur at an alarming rate. More women are being held in control units within two women's prisons in Chowchilla, CA for indefinite terms. Come out and demand an end to the murder, torture and abuse of women prisoners.

Sponsored by the California Coalition for Women Prisoners and the Prisoners' Justice Action Network

For more info call: 415-255-7036, ext. 4 or 510-845-8813
From: San Francisco AIDS Foundation
Women & Children's Program

To: City Women's Social Service Agencies

Re: 9th Annual Holiday Party for Women and Children

Date: October 9, 1995

Dear Social Service Provider:

We are writing this letter to inform you of an upcoming event for women and children affected by HIV. The San Francisco AIDS Foundation will be hosting a holiday party for women and children scheduled for Friday, December 15 from 5:00 p.m. to 7:00 p.m. I am enclosing a copy of the flyer announcing the event which will provide you with further information. We will be organizing several planning meetings prior to the event and are asking for community participation. The first meeting will be held on Friday, October 13 at 1:00 p.m. at 25 Van Ness in the 3rd floor conference room. There will be a limited amount of tickets available. We request that service providers contact us for ticket distribution.

If you have further questions, please feel free to contact me at any time.

Sincerely,

Johanna Breyer
Case Worker
Women & Children’s Program
(415) 487-8034

Debra Louden
Case Worker
Women & Children’s Program
(415) 487-8078
Friday, December 15, 1995

CELEBRATE THE HOLIDAY SEASON WITH THE SAN FRANCISCO AIDS FOUNDATION AND OTHER PARTICIPATING HIV/AIDS SERVICE ORGANIZATIONS AT THE

CEREBRA LOS DÍAS PASCUALES CON LA FUNDACIÓN DE SIDA DE SAN FRANCISCO Y CON OTROS PROGRAMAS DE SERVICIO DE VIH Y SIDA

Women's Building
3543 18th Street
San Francisco
5:00 p.m. — 7:00 p.m.

* Food & Beverages
* Gifts for Women & Children
* Live Entertainment

For more information, call (415) 487-8034.
Or (415) 8078

Comida y refrescos *
Regalos para mujeres y niños *
Programas en vivo *

Para más información, llame a (415) 487-8034.
O (415) 487-8078

9th Annual Holiday Party for Women & Children Affected by HIV
FOR IMMEDIATE RELEASE:  
October 16, 1995  
Judy Greenspan (510) 834-5656, ext. 3150  
Pager no. (510) 678-1053  
FOR IMMEDIATE RELEASE:  
For more information contact:  
October 16, 1995  
Judy Greenspan (510) 834-5656, ext. 3150  
Pager no. (510) 678-1053

GOVERNOR WILSON VETOES ASSEMBLY BILL 1408 -- DESPITE OUTPOURING OF SUPPORT FOR COMPASSIONATE RELEASE OF TERMINALLY ILL PRISONERS

Disregarding statewide support for the streamlining and simplification of the compassionate release procedure for terminally ill prisoners, Governor Pete Wilson today vetoed Assembly Bill 1408, a bill introduced by Assemblyman Antonio Villaraigosa. A statewide coalition supporting this bill today sent a letter criticizing Governor Wilson's action and vowing to campaign for a broader, more inclusive compassionate release mechanism in the state.

According to Judy Greenspan, Director of the AIDS in Prison Project of Catholic Charities, families of terminally ill prisoners and taxpayers will suffer because of Governor Wilson's veto. "Every four days a male prisoner with AIDS dies at the California Medical Facility at Vacaville," Greenspan stated. "Governor Wilson’s veto will make it harder to get dying prisoners released to their families and will cost state taxpayers millions of dollars in unnecessary prison medical costs," Greenspan added.

The statement released today on behalf of supporters of AB 1408 criticized Governor Wilson for his "lack of concern for families of dying prisoners. AB 1408 was an attempt to streamline the compassionate release procedure and allow indeterminately sentenced prisoners who are judged to be no longer a threat to the community to be released back into the community to spend their last days with their families. Your veto of AB 1408 shows a callous disregard for state taxpayers who will continue to waste millions of dollars of their hard-earned money incarcerating dying prisoners. Prison health care is substandard and inadequate and costs twice as much as medical care in the community."

"Your support of 'three strikes you're out' legislation, runaway incarceration rates and unprecedented and unnecessary prison expansion makes the compassionate release of terminally ill and physically disabled prisoners an urgent necessity in this state. We will not be stopped by your veto and will redouble our efforts to win an expanded compassionate release process for prisoners with AIDS and other terminal illnesses."

Several hundred organizations and individuals such as the California Medical Association, the San Francisco AIDS Foundation, the American Society for the Aging and the Catholic Conference of Bishops supported AB 1408. Editorials appeared in major newspapers throughout the state urging Governor Wilson to sign the compassionate release bill into law. "Governor Wilson has again shown his disregard and disdain for the will of the people by vetoing AB 1408," Greenspan added.
October 17, 1995

MEMO TO: ALL LIFE DELEGATES

FROM: LAURIE McBRIDE
       ROBERT RIOS
       ELLEN McCORMICK

RE: FINAL GOVERNOR'S ACTIONS FOR 1995

Please note: the legislative session of 1995 was extended by one day, therefore the Governor's deadline to sign or veto bills was also extended by one day.

VETOED:

AB 105 HANNIGAN SPECIAL EDUCATION: CHRONIC FATIGUE SYNDROME
AB 108 ALPERT DOMESTIC VIOLENCE: DIVERSION
AB 590 KNOX MEDICAL BOTTLED WATER
AB 1529 VASCONCELLOS MARIJUANA: MEDICINAL USE
AB 1408 VILLARAIGOSA RECALL OF STATE PRISON SENTENCE: ILL PRISONERS
SB 187 HAYDEN DOMESTIC VIOLENCE: PROTECTIVE ORDERS
AB 1101 SPEIER HEALTH CARE COVERAGE: CONTRACEPTIVE DRUGS: FAMILY

CHAPTERED:

AB 162 MURRAY, W PUBLIC ASSISTANCE: INFORMATION FOR APPLICANTS
AB 231 KUEHL BOARD OF PRISON TERMS: COMMUTATIONS
AB 415 KNIGHT ARMED FORCES TRAINING AND RECRUITMENT
AB 631 HANNIGAN SEX OFFENDERS: MANDATORY AIDS TESTING
AB 1100 SPEIER CIVIL RIGHTS: PRICE DISCRIMINATION
AB 1976 BURTON RESIDENTIAL CARE FACILITIES
SB 391 THOMPSON HOUSING: DISCRIMINATION
SB 472 PETRIS NEUROLOGICAL DEGENERATIVE DISORDERS: TRAINING
SB 581 POLANCO VOTER REGISTRATION
SB 889 LESUE PRENATAL CARE: HIV RELATED SERVICES
SB 911 MARKS HATE CRIMES: PROBATION: REWARDS
SB 924 PETRIS TIME AND COMMENCEMENT OF ACTIONS: DOMESTIC VIOLENCE
SB 1110 MADDY AFDC: RESTRICTED PAYMENTS
SB 132 WATSON DOMESTIC VIOLENCE
AB 1035 KATZ LOITERING: DRUG ACTIVITIES: PROSTITUTION

PLEASE SEE LEGISLATIVE UPDATES FOR BILL POSITIONS AND FULL DESCRIPTIONS.
## WOMEN'S AIDS NETWORK VOLUNTEER TIMESHEET

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**Total amount of time spent**

Please include only one month of activities on each timesheet. Please indicate time in minutes, e.g. 15 min, 25 min, 60 min.

This timesheet will be used to calculate how much volunteer time board members donate to the organization. This is not to be used as a check to see that people are putting in enough time. It will be used to determine the amount of uncompensated time we expend doing work for WAN. The total amount of time spent will be included in future grant proposals.
WOMEN'S AIDS NETWORK EXPENSE REIMBURSEMENT SHEET

Name ___________________________ Date __________________

Mailing Address ____________________________________________

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Total ___________

Amount Reimbursed ____________________

Check Number ________________________

Date of Check ________________________

Please attach receipts to the form in the order in which you have listed the expenses. Only, Theresa Swanick, our treasurer can agree to reimburse an expense without a receipt.

*If you receive a donation for goods or services, please include the donation on this form and write "in-kind" under amount column. If you know the real cost of the donated item or service, please indicate the amount next to "in-kind."
Eileen Hansen
Women's AIDS Network
114 Sansome St., Suite 1129
San Francisco, CA 94104

Dear Eileen:

I am writing to follow up on our past discussion about the possibility that one (or two) of the young women who work at the Street Survival Project will be placed on the board of directors of the Women's AIDS Network. I am so glad that you were able to make it to our board recruitment event on July 19, 1995. (Sorry I wasn't there).

It is my understanding that when you were here in July, you spoke with Anitra Busby about the possibility of joining your board. In addition, Seinna Gausman, an eighteen year old outreach worker who has been employed at the Street Survival Project for a year and a half, is also interested in talking with you about this. I would like to know what you think should be the next step that we should take to make this a reality.

I hope to hear from you in the near future. I think that this would be an exciting way for us to work together. If you have any questions, feel free to call me at 267-6900. You can also reach Anitra or Seinna at this number. Thank you very much.

Sincerely,

Kelly O'Neill
Director of Community Building
WOMEN'S AIDS NETWORK
BOARD OF DIRECTORS MEETING
25 Van Ness Avenue 5th Floor Training Room (AIDS Office)
THURSDAY, September 28, 1995
4:00 - 6:05 PM

AGENDA

1. Check-in and Announcements 4:00 - 4:10

2. Agenda Approved/Timekeeper Designated 4:10 - 4:15

   Interview candidate #1
   Board discussion
   Interview candidate #2
   Board discussion
   Board decision
   4:20 - 4:40
   4:40 - 4:50
   5:10 - 5:20
   5:20 - 5:30


5. Board Development 5:35 - 6:00
   a. Theresa's resignation
   b. Recruitment plan*

   *Bring names of potential board members.

   Review names of potential board members
   Follow-up: Once candidates are agreed upon, send out board packet to them, invite them to attend November board meeting for interview, invite them to attend November or December general membership meeting. Board election in December.

6. Evaluation 6:00 - 6:05

*Bring names of potential board members.

Please note that we have a full agenda and are dispensing with approving past minutes, discussing the committee reports, staff reports, evaluation of the September general membership meeting and newsletter. Naomi has included a staff report with action items. We will not be addressing them at the meeting unless there is extra time. Read them carefully and speak to her directly. Please note if your committee's name is next to an item.

Items included: Agenda
   Resumes and cover letters for candidates
   Financial report
   Theresa's resignation letter
   Committee reports
   Membership and Development Committee
   Policy committee
   Staff Report
   August board minutes
   Letter from Lisa
   Time sheets and volunteer sheets
Women’s AIDS Network
584 Castro Street Ste 321
San Francisco, CA 94114

To Whom It May Concern,

I am responding to the Administrator and Office Manager position which was advertised. I am interested in this position, as the issue of HIV/AIDS has greatly affected my life in various ways and I passionately wish to work towards its end. My academic, professional, and personal experiences provide me with the background necessary not only to work in a rigorous environment but also to maintain the sensitivity that is needed to work productively in the field of AIDS. Working with the Women’s AIDS Network, I believe I would have the opportunity to continue to demonstrate my strong skills in management, coordination, writing and development.

Having worked at Youth Advocates and volunteered on the counseling crisis hotline at SFSI (San Francisco Sex Information), I significantly broadened my knowledge of various AIDS issues and the social services and community based organizations that exist for Bay Area women. Consequently, I feel the urgent need to work on building coalitions in order to support, educate and advocate. While at the Jewish National Fund this past year, I have been able to strengthen my coordination skills, as I have been responsible for recruiting, training and coordinating the volunteer workforce. Furthermore, this work compliments my past efforts. While I lived in Central America in 1993, I helped to recruit homeless teens in Guatemala and to organize informational discussions with them on AIDS, sex, drug and health issues.

I have sharpened my writing, communication and computer skills, as I maintain JNF’s database, continually correspond with community members, schools and donors and help with the layout and copy of our ads and newsletters. Similarly, at Youth Advocates, I was responsible for monitoring the agency’s Paradox database and producing agency literature on Microsoft software. Also, at Youth Advocates I became familiar with intake and case management procedures, data collection and evaluation tools. Additionally I worked in development, completing all of the statistical reporting to local, state and federal sources and was trained in grant writing.

I feel I can contribute much to this position. I would welcome the opportunity to broaden my coordination, communication and management skills and lend my efforts towards the fight against AIDS. I hope to hear from you.

Thank you,

Alyssa Izen
EDUCATION

University of California at Berkeley, Berkeley, California
Bachelor of Arts Degree in Women's Studies, 1992. Minor Emphasis in Anthropology
Graduated with Honors - G.P.A. 3.6

SFSI (San Francisco Sex Information), San Francisco, California
Graduate of Health and Human Sexuality Intensive Training Program, October 1993

FOREIGN WORK AND TRAVEL

PRIEG (International Educational Program of Gender Studies), San Pedro, Costa Rica
Translated Abstracts for the Fifth International Congress on Women. Coordinated Volunteer Workforce at
the University of Costa Rica. Facilitated Education Workshops. Core Member of March Coalition for
Women's Rights. Provided Media Outreach for Congress on PRIS (Feminist International Radio

Pop Wuj, Quetzaltenango, Guatemala.
Worked with Pop Wuj School. Organized Community Education on SIDA (AIDS) and Sexually Transmitted
Diseases. Coordinated Informational Discussions in Spanish about Health Issues with Local Teenagers

WORK EXPERIENCE

Jewish National Fund, San Francisco, California
Community Coordinator/Campaign Associate for the Pacific Northwest Region: Supervise Volunteer
Workforce. Assist with Creating Various Reforestation Projects and Contribute to the Establishment of
Land Development and Water Maintenance Programs in Israel. Manage Planned Giving Donations and
Charitable Contributions. Overseer Public Relations with Religious Schools and Congregations. Update
and Program Informational Systems and Database. February 1994 - Present

Youth Advocates, Inc, San Francisco, California
Management Information Systems Coordinator/Development Assistant. Oversees Operation of
Computerized Databases. Worked with Consultant to improve Methods of Data Collection, Analysis,
Quality Control and Statistical Reporting Using Paradox Software System. Produced Monthly/Quarterly
Statistical Reports for Local, State, Federal Funding Sources. Co-Wrote and Coordinated Production,
Trained to Write Grant Proposals. August 1993 - February 1994

Medical Self Care Journal, Emeryville, California
Employee Under Sales and Communications Director: Data Entry, Public Services, Billing, Invoice

University of California Main Library, Berkeley, California
Circulation Library Assistant: Data Entry, Public Services, Handled Patron Requests, Renewals,

AIDS Housing, Steven Dunn and Associates, Berkeley, California/Seattle, Washington. Educator and
Fundraiser: Educated Physicians, Professionals and Community Members about AIDS. Generated
Support for Housing Project. June '90 - August '90.
WAN Personnel Committee  
2215-R Market Street, #416  
San Francisco, CA 94114  
Attn.: Karen Topalian  

July 31, 1995  

Dear Ms. Topanian,  

I am applying for the Administrator / Office Manager position for the Women's AIDS Network. As a woman living with HIV, my interest in assuring that women with HIV/AIDS have access to the very best support services possible is a very personal one. I am dedicated to the mission set forth by WAN to provide a network for HIV infected women, AIDS service providers and activists.

My educational background is in architecture and I have worked quite extensively in that field. However, after learning of my HIV status I became increasingly interested in working for a worthwhile cause, which for me includes work associated with HIV/AIDS services.

I have been active as an HIV positive public speaker, volunteering for many organizations including WORLD, HIFY, Wedge and Positively Speaking. I also train speakers for Positively Speaking and have conducted several training sessions in northern and southern California.

I feel that my education, previous work and volunteer experience, writing skills and personal knowledge of the HIV women's community and HIV/AIDS issues will make me an asset to the Women's AIDS Network. And as an HIV infected person who sincerely enjoys working with people of diverse backgrounds, I would bring to the position compassion and dedication.

Thank you for your consideration. I look forward to meeting with you and discussing my qualifications further.

Sincerely,
OBJECTIVE
Administrator / Office Manager

EDUCATION
UNIVERSITY OF CALIFORNIA, BERKELEY
BA Architecture, 1988

WORK EXPERIENCE
April 1993-September 1994 JOHNSON LYMAN ARCHITECTS; Walnut Creek, CA
March 1992-August 1992 HOLTSMARK ARCHITECTS; Berkeley, CA
January 1992-March 1992 MARBLE AND TILE IMPORTS; Emeryville, CA
April 1991-October 1991 GEIGER ARCHITEKTURBURO; Steinhausen, Switzerland

SPEAKER’S BUREAUS
WORLD
POSITIVELY SPEAKING
HIFY
WEDGE

SKILLS
• Familiar with HIV women’s community and HIV/AIDS issues.
• Communicate effectively with different organizations and types of people.
• Excellent writing and note-taking skills.
• Willing and able to take direction but also feel comfortable working independently.
• Effectively prioritize and complete tasks on time.
• Very resourceful when coordinating projects.
• Qualified and experienced in acting as representative of company with clients.
• Good telephone skills in trying, emotional situations.
• Experienced and confident public speaker.
• Familiar with various word-processing programs.

INTERESTS
Enjoy writing, reading, dancing, painting, traveling and performing with Positive Spirit – BAY Positives’ theater group

References available upon request
Balance Sheet
As of 9/20/95

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1/1/95 Through 12/31/95

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## Budget Report

1/1/95 Through 12/31/95

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September 21, 1995

Dear WAN Board of Directors:

With regret, I write to submit my resignation to the Board, to be effective immediately. I have served beyond my two year term, as Treasurer, and unfortunately am beyond being able to continue to serve you and women with HIV.

I came to the Board in March or April, to say that it was feeling unworkable to continue as Treasurer, asking if someone else would take over the duties. No one wished to at the time. I then requested a 3 month leave of absence, but without anyone else to take over Treasurer duties, I continued to try to keep up the Treasurer obligations. I failed in that attempt, consistently not meeting deadlines. I have felt tremendous guilt over this.

In August, as I was filling in for my agency’s Executive Director and interviewing and hiring new staff, I missed yet another Board meeting, letting everyone down yet again. I cannot continue in this fashion, and after much reflection, have decided I cannot continue at all to serve on the Board.

My work life is extremely busy always, not allowing the flexible time I had in the past to attend to WAN business and meetings. My personal life is extremely busy always too, not allowing the flexibility I used to have there as well. In short, I have no extra TIME to volunteer myself, which has been the primary reason I have consistently been failing to keep up WAN obligations.

I will assist in the transition of treasurer duties and if my work demands change in the future, I may be able to return to support WAN in some fashion, but I cannot predict that at this point. Again, I say this with regret, as I will miss you all (already have due to my absences!!). One good note is that ABC’s newest staff person, Laura Carcagno, a Latina woman who will be doing outreach work, is very interested in joining the Board and will soon be contacting you.

Very best wishes,

Theresa Swanick
Membership and Development Meeting Notes
September 13, 1995

Discussion:

Board member recruitment:

A discussion about 3 potential candidates occurred. All 3 are interested and looking forward to receiving information about the rules and responsibilities of Board Members. One is HIV+ and a lesbian of color, another is HIV+, and the last is a service provider who attends our membership meetings regularly. All 3 are excellent candidates and I support continued encouragement for these women to join the board.

Note: The following names were phoned into the office for inclusion in this report and for consideration for the board. Please keep these names confidential:
- Anna Shumate
- Nan O'Connor
- Michelle Nugent
- Hazel
- Penny

Macy’s Passport Event:

As an extra motivational incentive American Express has offered each organization an additional $500 if they sell at least 110 tickets and have 8 volunteers show up on the day of the event. So the moral of the story is...let's do our best and help sell those tickets.
To: WAN Board  
From: Policy Committee  
Re: Minutes  
Date: 21 September 1995

The Policy committee did not meet in September. The next meeting is scheduled for Tuesday October 10, 1995 from 1-2:30 at Lyon Martin Women's Health Center. All are welcome.
Administrative Report 9/95
Naomi Schegloff

1) Phone calls/referrals/drop-ins have been on the rise as the usual calls are supplemented by recent graduates moving to the big city in search of work and students looking for volunteer credits. I have diverted a number of potential volunteers because I won’t be around to supervise them and I don’t want to overwhelm the permanent person with a full office on their first day, but I have created a file with all potential vol/intern information/names for (her.)

Announcement: If any of your agencies have volunteer opportunities that allow women to focus on WOMEN, let me know and I’ll send yours your way!

We have a new volunteer named Janin who will be helping around the office and tidying/supplementing the resource library and rolodex.

Nicole has left on a cross-country adventure before returning to Germany. She was very grateful for the gift/lunch from WAN and the support she received here. Bonny has left for NYC but will return in a few months for a brief visit. She has left behind some materials from Australia for WAN’s files.

2) Recent outreach efforts have included a trip across the Bay to visit WORLD/meet with Rebecca and a presentation to a Peer Education Class (and the other agencies presenting) at City College. I continue to attend the bi-monthly "Outreach to Sex-Workers" meetings organized by SFAF Women and Family Services as a representative of WAN. Over 600 WAN flyers (WAN, Special Women’s Fund, Passport) were dropped off at the Center for the Arts in early Sept. They are almost gone! I’ll be dropping off more before the board mtg.

Announcement: Please encourage your co-workers to check out the Intra-Venus exhibit, thru Oct. 1.

Upcoming outreach opportunities:

* Action Item: 4th Annual Women and HIV Conference at the Palace of Fine Arts - I’m still looking for two people to rotate tabling with me. Conference dates are Oct. 19-20 (Thurs-Fri.) Tablers get in for free.

* Action Item (attn. Membership and Development): Carolyn King of ALRP is interested in organizing a night of readings by and about women living with HIV (to be held at the Women’s Building?) with a possible appearance by author Charlotte Watson Sherman (touch). She has approached WAN as a potential co-sponsor of the event. Thoughts?

* Action Item: What do people think about sending out separate invitations to our Nov. "Report Back from Beijing" meeting (in addition to newsletters/press releases to members) to agencies working with women living with HIV? Carefully designed invitations could serve as an outreach tool and possibly draw in additional service providers. But if we DO manage to pull new people in, is Lyon-Martin big enough? If not, we need to know
where we are going to hold the meeting ASAP for press releases and the next newsletter.

3) I am currently lending my personal SE keyboard to WAN in case vols/interns need to do word processing. **Action Item:** If anyone has access to a Mac SE-compatible keyboard that they can donate to WAN, please do! Keep your eyes open!

4) Innosanto Nagara has generously donated his time and hard work doing newsletter layout work for at least eight months. Every month, the Ami/I type the newsletter text in Word 5.0, then drop it off with Inno, who spends a number of hours converting it to PageMaker, reformatting, and making everything fit/look pretty. He designed the templates we use; he comes with the AA to Kinko's to proof the final copy, print it up, and make last minute changes. Inno has never asked for money; Ami gave him a token $50 once.

Inno is phasing out his freelance business and has joined the wonderful people at Inkworks in Berkeley. But not wanting to leave us high and dry, he has found a woman who wants to get into freelance work, has turned over his WAN materials, is training her, and has offered to do the latest issue if she has trouble. This guy is amazing. I would really like to see WAN thank him. **Action/Discussion Item:** In addition to a formal thank you in our next newsletter, let's give Inno a thank you gift, maybe a $100 gift certificate to a book store near his home (i.e. Modern Times.) P.S. I just contacted Inno at Inkworks about having them mock-up an add that WAN can use in community publications, etc. After discussing what we would need, he referred me to the appropriate department for an estimate, then told me to tell him if the estimate was greater than our budget allow, in which case he'll do the desktop part of it for us (as in, for free!) This man is golden!!!

5) **Announcement:** I recently ordered a catalog of HIV/AIDS educational materials available through the National AIDS Clearinghouse. I would like to order a number of these materials for our resource library (most are free or $0.10 per copy.) I have marked a number of items in the catalog that seem appropriate, and would like to pass this on to the Education Committee for review/additional suggestions. If other people are interested, I will be bringing the catalog to the next Board Meeting.

6) A number of women involved in the Women and HIV/AIDS Task Force in Seattle are looking into ways to improve coordination and collaboration in their prevention/services community and see WAN as a model. They contacted us a while back requesting assistance and submitting a series of questions in the hopes that we might provide some guidance. I recently spoke with Karen Frazier, who was under the impression that someone was already working on these, but as I haven't heard anything about it, I'll pass them on to the group. **Action Item:** Please look over the attached questions. If someone is already working on them, please let me know. If not, could someone work on this with me? It could be an excellent first step in creating a packet/pamphlet/grant application! Maybe we can create a Network of Networks! The Seattle folks are trying to move on this, so it would be great if we could get back to them soon. Thanks for your help.
7) When discussing the Special Women's Fund report for the September newsletter, Barbara Garcia mentioned that the SWF helped 44 women in August, including 16 new clients!

8) Announcement: Susyn Almond left her files with WAN thinking board members wanted copies of some of them, but she wants them back. Before I ship them to her, does anybody want anything?
1. What is the mission of the Women's AIDS Network?

2. Does the Network play a role in coordinating prevention activities/services for women in your community?
   If so, please describe your role.

3. Does the network play a role in identifying gaps in services?
   How?

4. Does the Network play a role in identifying subpopulations of women in need of targeted prevention services?
   How?

5. Does the Network play a role in planning prevention activities/services in response to these identified gaps or subpopulations?
   How?

6. Does the Network play a role in the prevention of duplication of services for women in your community?
   How?

7. Do you think a coordinated system of prevention services exists in San Francisco?
   If so, what has been the role of the Network in achieving this?

8. How are you funded?

9. What is your connection with community-based organizations in your community?

10. How are people elected to serve on your board?
9/14/95

WAN Board Mtg. Minutes
8/24/95, 4-6pm @25 VanNess

present: Eileen, Karen, Barbara, Margot, Lorene, Lisa, Naomi (AA)
Facilitator: Margot
Timekeeper: Lorene
Secretary: Lisa

*************************************************************************

Check-ins/ Announcements

Barbara Garcia resigned from board, Last mtg- 9/28/95
Suggested: Goodbye potluck for Barbara
Table approval of July minutes

***

Presidents report-
1. Yalonda resigned. She won't be able to attend again.
2. Eileen's vacation - all of September... Hard earned!!
3. Eileen's Hours (ALRP) cut-back M, Tu, W- same schedule
5. Computer training- $15.00 approved for Lorene to go to training
to learn how to better "surf the net" Also, Lorene offered her
"Home-Page " to WAN, to be listed under Women & AIDS, and will give
her home phone.....Thanks Lorene!!
6. Lisa's proposal for $100.00 ok'd by WAN to be taken out of Board
Travel/conference expenses. Lisa will be speaking about personal
growth thru WAN involvement, and also reporting on WANS Public
Policy involvement in Prison Issues (compassionate Release)
7. United Way- ok'd for Eileen to submit a Ltr of intent...- due
9/1/95... UW has opened up their funding around AIDS w/ a focus on
Youth, Prevention.

Eileen and board agree we want our proposal to reflect an expansion
of current services. Public Policy Training and a mentor program
for young Women living w/, & at risk for, HIV/AIDS.

-Margot will attend the United Way speaker Bureau training and
speak for BNP & WAN.

*************************************************************************

Staff report (Naomi)
9/7 opening of Iv event
Intra-Venus exhibit coming to the Center for Arts, purpose is to
draw attention to Women's Health issues. WAN has 700 flyers.
"Under One Roof" needs Ltr:
-HIV/AIDS focused Primary services
-501.3C status
-N. CA. - primary area of service
-budget
MBRSHP / Dlp Committee will write letter to:
Martin Spector
Exc. Dir, Under One Roof
2362 B Market St
Sf, 94114

Women's Health Wkly in office also- Funding Binder
Kinkos Account- Naomi needs too be able to do things up-front,
w/out waiting for reimbursement.

Outreach committee met - Barbara & Karen decided who should get job announcement. Thurs pm- 1st interview night. then Eileen, Margot & Karen will decide who to interview.

***************
August meeting evaluation
good 7 turned in

*********
Sept mtg (gen mbshp)
9/5 Margot will facilitate
**

committee reports
Education

presenter schedule:
Sept - Bonnie Brigs
Oct- women to Women transmission
November - Report back from Beijing
December - Bay + Theater group

*********

Vision
budget concerns- We spent 23,000, $25,000 came in.
we dont have $$$ to move
rent is 300.00 month- $36,000 annually
many concern about payroll, rent, Special Womens fund, pymnt to Mobilization vs AIDS
Move discussion Tabled....

mbrs should re-read Vision and focus on the items and changes we can incorporate without moving.
Eileen, Karen, Margot, Lorene, Barbara, Olivia, Helen, Teresa & Naomi:

THANK YOU SO MUCH for your faith in me and your support in helping me get to Hawaii for the Women & HIV/AIDS conference!!!!!!!!!!!!!!

XOXOXo

Lisa O'Connor
TO:          WAN Board Members  
FROM:        Naomi Schegloff    
RE:          Board Recruitment  
DATE:        September 12, 1995 

Eileen requested that I send the enclosed packet to each of you and ask 
that you make copies for your board recruitment efforts. So here we 
are.

And while we're here...

Item #1: The 4th Annual Women & HIV Conference, sponsored by the 
STD/HIV Prevention Training Center, is scheduled for October 19th and 20th. WAN 
has agreed to table, both because of the terrific exposure and because two WAN 
representatives can then get into the conference for free. We get an additional 
freebie because we donated the photo of the mural that graces the cover of the 
conference brochure. The only catch: there must be at least one person at the table 
at all times. So I'm looking for two people who would be willing to rotate 
tabling responsibilities with me. Note: The Conference is offering scholarships 
to women living with HIV. If you or anyone you know is interested, call (415) 554-9630.

Item #2: We get all sorts of neat stuff in the mail from all over the world, and Karen and I thought you might be interested in something that recently came to us from the Positive Women's Project in Honolulu, Hawaii. "Women Living with HIV and AIDS: Stringing Together Our Lives' Stories" is a summary of the findings drawn from a study of 34 women living with HIV/AIDS in Hawaii. If you would like a copy, let me know (if you let me know by Tuesday, Sept. 26, I can bring copies to the Board mtg!)

Which brings us to...

Item #3: The Board meeting has been scheduled for Thursday, September 28, from 4-6pm, in Training Room B. This is the space next to the space we have been using; someone already reserved A. I will be calling to pester people about board packet stuff next week, but the take home message is: please send reports, etc., to Naomi, not Eileen, by Thursday, September 21, at noon. Again, the FAX # at the office is (415) 863-4740. Thanks!
September 1995

Potential WAN Board Member:

We’re pleased that you’re considering becoming a Women’s AIDS Network (WAN) Board Member!

Our Board of Directors is composed of up to fourteen women — HIV-positive women, dedicated service providers, and community and political activists. In this past year, twenty-five percent of our Board were women with HIV, one-third women of color, many lesbians. All were active in the struggle against HIV. Currently, we are looking for new women to join our Board — in particular, women who are HIV-positive, women of color, women who have interest and skills in fundraising.

The Women’s AIDS Network, founded in 1983, is the oldest women’s AIDS organization in the world. Our mission is to provide education, support and advocacy for women infected and affected by HIV. We hold community meetings monthly that afford WAN members and interested parties an opportunity to network, learn from one another and collaborate on relevant issues. With just one staff person in our office, our work is sustained mainly through the committed and ongoing work of volunteers — in particular, our working Board. The Board meets monthly to set policy for the organization and much of our work is carried out through committees. Our committees include:

Special Women’s Fund: The Special Women’s Fund celebrates its third year of providing annual cash grants of $50 to low-income San Francisco women living with HIV. Upon completion of a simple interview with our administrator, a woman can walk out with a check in hand. Counseling and referrals are also available to interested clients. We are the only grant-giving organization of this kind in the Bay Area; we see more HIV-positive women than any other local community organization.

Public Policy and Advocacy: WAN has become known as a national, state and local policy leader for women with HIV through the efforts of our Public Policy Committee. We have organized public hearings on women and HIV, have trained women in public policy and lobbying, travel regularly to Washington, DC and Sacramento to advocate on behalf of women with HIV and are currently meeting with women with HIV, policy makers and HIV policy advocates to develop a national women and HIV public policy agenda.

Education/Forums: Our Education/Forum Committee’s mission is to bring pertinent topics regarding women and HIV to our community. We hold periodic evening forums and conduct hour-long educational forums once a month at our community meetings.
Membership/Development: WAN exists solely through membership fees, private donations, small grants and fundraising activities. We receive no public money. We are committed to long-range planning and financial stability for the organization. In 1994, we engaged in a strategic planning process and in 1995 have doubled our budget, setting our highest-ever fundraising goal.

WAN Board Member terms are for two years. Board Members are expected to attend one Board meeting and one community meeting each month and to sit on one committee. All Board Members are responsible for participating in fundraising efforts for WAN. Each Board Member is expected to contribute in at least one area of her choice, including grantwriting, event planning, solicitation of funds or personal giving. Board Members are expected to participate fully in any organizational planning efforts, such as retreats and strategic planning sessions. In order to build a variety of skills for Board Members, WAN is committed to training Board Members in meeting facilitation. Toward that end, facilitation of Board meetings and community meetings rotates among Board Members. The Board meetings are held every fourth Thursday, from 4:00 - 6:00pm at 25 Van Ness, in San Francisco.

We extend to you an invitation to apply for membership on the Women’s AIDS Network Board of Directors. This overview should give you a general sense of our organization. Should you desire further information or just want to talk about what it’s like to be on the WAN Board, you are more than welcome to call any Board Member. Please call Eileen Hansen, WAN President, at 415 291-5472 or Karen Topakian, WAN Vice-President, at 415 648-3159. We’d be glad to talk with you or to give you numbers of other Board Members.

Thanks for your interest! We look forward to hearing from you.

Very truly yours,

Eileen Hansen
President
PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

MISSION
As a network, we advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN’s methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.
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<td>Susyn Almond</td>
<td>Member, WAN Membership/Development Committee, Member, WAN Public Policy Committee, Member, Cross-Cultural Family Center</td>
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<td>Margot Antonetty</td>
<td>Member, WAN Membership/Development Committee, Program Director, Ferguson Place</td>
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<td>3.</td>
<td>Olivia Baldain</td>
<td>Chair, WAN Education Committee, Women’s Specialist, ASAP Team at SFGH</td>
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<td>4.</td>
<td>Barbara Garcia</td>
<td>Chair, WAN Special Women’s Fund, Case Manager/Peer Advocate, Planned Parenthood Alameda/San Francisco CARE Clinic, Member, WORLD Board of Directors, Member, Ryan White CARE Clinic Planning Council, Member, Community Advisory Board, UCSF WHIS Study, Volunteer, Prevention Point</td>
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<tr>
<td>5.</td>
<td>Eileen Hansen</td>
<td><strong>WAN Board President</strong>&lt;br&gt;Co-Chair, WAN Public Policy Committee, Public Policy Director, AIDS Legal Referral Panel, Building Inspection Commissioner, City &amp; County of San Francisco</td>
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<td>6.</td>
<td>Leatha Jones</td>
<td>Member, WAN Education Committee, Full-time student, SF New College</td>
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<td>7.</td>
<td>Yalonda Jones</td>
<td>Member, Education Committee, Substance Abuse/HIV/Mental Health Counselor, Ferguson Place</td>
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<td>8.</td>
<td>Helen Miramontes</td>
<td>Member, WAN Public Policy Committee, Associate Clinical Professor, UCSF, Deputy Director, International Center for HIV/AIDS Research and Clinical Training in Nursing, Member, International Society of HIV/AIDS Education and Prevention</td>
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9. Lisa O'Connor  
**WAN Board Secretary**  
Chair, WAN Membership/Development Committee  
Counselor, CARE Detox Unit, Walden House  
Speaker, WEDGE Program  
Speaker, Marin AIDS Project  
Volunteer, WORLD  

10. Cara Page  
Member, WAN Education Committee  
Self-Employed Performance Artist  
Community organizing consultant for youth, people of color and gay & lesbian organizations  
Member, National Black Women’s Health Project  
Affiliated with L.Y.R.I.C.  
Affiliated with Medea Project  

11. Lorene S. Romero  
Member, WAN Membership/Development Committee  
Clinical Supervisor, Permanent Housing, Baker Place  

12. Theresa Swanick  
**WAN Board Treasurer**  
Member, WAN Special Women’s Fund  
Benefits Counselor, AIDS Benefits Counselors  
Counselor for Collaborative Project of SF Department of Public Health, Department of Social Services and Social Security Administration  
Member, Social Worker’s AIDS Network  
Member, California Bar Association  

13. Karen Topakian  
**WAN Board Vice-President**  
Co-Chair, WAN Public Policy Committee  
Executive Director, Agape Foundation
Campbell
September 30, 1996

Delia F. Ehrlich
Manager of Community Relations
Macy's West
PO Box 7888
San Francisco, CA 94120

Dear Ms. Ehrlich:

On behalf of the Women's AIDS Network (WAN), I am pleased to submit the enclosed proposal for funding. We appreciate the commitment of Macy's West to HIV/AIDS issues and, in particular, to addressing the impact of the pandemic on women. As the world's oldest known women and HIV organization, WAN is the only one of its kind in the Bay Area. Within the last two years, WAN has been able to greatly increase our visibility as a Bay Area and national leader on women's HIV issues. With the help of Macy's West, we hope in this coming year to focus on developing WAN's organizational sustainability and expanding our ability to meet the greatly increasing needs of women infected or affected by HIV.

Should you have any questions regarding this proposal or the work of the Women's AIDS Network, please feel free to contact me at 415 575-1180.

Very truly yours,

Eileen Hansen
Public Policy Director
Macy’s West Charitable Contributions Program
A Division of Federated Department Stores

Please complete these forms, including the budget information forms, and return to the address on the back of the cover sheet section of the application. Please note that in order for your request to be considered by Macy’s West, all information must be provided and complete, including proof of 501 (c) 3 determination.

Cover Sheet

Name of Organization: WOMEN’S AIDS NETWORK (WAN)

Contact Name: EILEEN HANSEN

Title: PUBLIC POLICY DIRECTOR

Address: 3543 EIGHTEENTH STREET, SUITE 11

Street

City SAN FRANCISCO, CA 94110

State Zip

Mailing Address if different:

Telephone:(415) 621-4160 Fax:(415) 291-5833

Which Funding Priority area most closely describes the focus of your organization?

☐ Women’s and Children’s Services

☐ Arts and Culture

☐ Education

☐ Diversity/Minority Issues

☐ HIV/AIDS*

Which population segment is principally served by your organization? Choose one.

☐ Persons with HIV/AIDS*

☐ People of Color

☐ Women

☐ Persons with disabilities

☐ Children and youth

☐ General Public

☐ Other (please specify)

*Funding for HIV/AIDS programs is available only through Passport and the Passport Fund. HIV/AIDS organizations must complete the HIV/AIDS section of the budget information forms.

Summarize your agency’s mission:

The Women’s AIDS Network (WAN) is the world’s oldest known women and HIV organization. It was established in June 1983, at the Second National AIDS Forum in Denver. In March 1984, women involved with AIDS services in the San Francisco Bay Area began meeting monthly. WAN continues that structure today, thus providing for ongoing community accountability. As the only organization of its kind in the Bay Area, WAN is a network of health care providers, women with HIV and activists. As a 501(c)(3), our mission is to advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease. We are overseen by a community-based Board of Directors that meets monthly.
Total Agency Budget: $113,500  
HIV/AIDS Budget: $______

Number of staff: ____3_______  Number of volunteers: ___20_______

What is the total contribution amount being requested? $10,000

Type of support:  ☑ General Support  ☐ Project Support*

What is the purpose of this request?

In order to further our long-term planning efforts, our developing prevention and education work and our ongoing advocacy and leadership focus, we have determined that WAN must target our efforts toward organizational sustainability. In so doing, WAN will increase its organizational capabilities to move into the next fifteen years of the pandemic and specifically, will be able to greatly expand our ability to provide prevention education to women in the Bay Area.

History of giving to your organization by Macy’s West or Federated Foundation:


Do any Macy’s West or Federated personnel serve on the board of your organization or participate in its activities in a leadership capacity?  ☐ Yes  ☑ No

If yes, who and in what capacity?________________________________________________________

What recognition opportunities would be available for Macy’s West if a grant is awarded?

WAN would be delighted to recognize a contribution from Macy’s West. We publish a monthly newsletter in which we would note a grant; we intend to publish an annual report in which we will note all grants; we would announce a grant at our monthly meeting.

Please complete the additional pages in this packet. Attach a list of your Board of Directors (including Board Officers) with related community and employment affiliations, a list of your major individual and corporate/foundation funders and a copy of your organization’s most recent audited financial statement. If your organization does not have audited financials, please include the most recent completed year’s financial statement (including expenses, revenue and balance sheet) and Form 990, and attach a separate sheet of paper explaining why no audit is available. You may also wish to include a copy of your annual report, recent newsletter or brochure.

Return Completed Application To:  
Delia F. Ehrlich  
Manager of Community Relations  
Macy’s West  
PO Box 7888  
San Francisco, CA 94120  
(415) 393-3726
Summarize your project or grant request. Describe the goals of the project and the kinds of activities and strategies you will use to achieve these goals. Clearly state the kind of program or service to be provided. (Please specify the number of individuals to be served or other quantifiable program goals). If this is a completely new program or service, how will it be integrated into the other programs or services your agency provides? Please note: If a specific project or program grant is requested, please complete the project/program budget as well as the general budget forms.

As one of only two nonprofit organizations in the Bay Area targeted solely toward women and HIV issues, and the only organization of its kind in the Bay Area, WAN is at an exciting and challenging crossroads in its development and we are therefore applying for a grant to target our efforts toward organizational sustainability and to further our long-term planning efforts, our developing prevention and education work and our ongoing advocacy and leadership focus. In so doing, WAN will increase its organizational capabilities to move into the next fifteen years of the pandemic and specifically, will be able to greatly expand our ability to provide prevention education to women in the Bay Area. WAN has grown tremendously since its inception and, in particular, within the last two years and now needs to engage in a long-term planning process to determine future goals. WAN’s viability as an organization has long been established; now it is time for us to move to the next level of capacity-building so that we can further expand WAN’s ability to confront the societal and systemic barriers faced by women affected by HIV. We see the necessity of formally evaluating the structure and administration of WAN and are assessing the feasibility of, for example, much increased collaboration with the other women and HIV organization in the Bay Area, WORLD (Women Organized to Respond to Life-threatening Diseases), an organization of, by and for women with HIV. With support from Macy’s West, WAN anticipates restructuring and focusing on developing an organizational balance between our four existing priorities (public policy advocacy and leadership; educating women about prevention, treatment and resources and advocating for improved service provision; the Special Women’s Fund — cash grants for low-income women with HIV; and networking and skills/resources sharing) and our ability to create new, bold and innovative programs that address the complex realities of women affected by HIV. Addressing present day issues while developing our vision of meeting future and emerging needs as the epidemic changes is critical to WAN. As more women are affected and infected, and as the needs of women change to include concerns such as prevention education for women who have sex with women, or the need for permanent, independent housing for women with children, or the concern for standby (springing) guardianship protection, WAN must see clearly its ability to advocate, to organize and to bring women to the tables of power in order that the concerns of women affected by HIV will not only be addressed, but, in fact, acted on and seen as a priority. In initiating our restructuring, WAN will hire our first Executive Director to lead the planning process. Additionally, we will bring onto WAN’s paid staff the Administrator of WAN’s Special Women’s Fund — a position that is currently funded and housed at the CARE Clinic through a collaboration with Planned Parenthood. We will evaluate our planning efforts with the Board of Directors and staff engaging in an ongoing evaluation process throughout development of this new plan. The community of women with whom we work — the Bay Area community of women infected or affected by HIV — has led us to this stage in our organizational growth and we will continue to involve the community in this upcoming process as well, thus serving our community’s needs and meeting their goals for a sustained organization addressing the HIV-related needs of women.
Please address how your program/service will be affected if the full amount requested is not funded. Will the program(s) you described continue? Will they be modified or scaled down?

Should the full amount requested not be funded, WAN will continue to raise additional funds in order to carry out the goals noted in this proposal. We are committed to this process and to expanding our abilities as an organization meeting the diverse needs of women infected and affected by HIV. Our request of Macy's West is one portion of an overall programmatic and development plan to fully fund WAN as a sustainable and expanding organization. However, we see the grant from Macy's West as critical to our ability to leverage additional funds within the Bay Area corporate and foundation arena.

Please describe the clients or constituents to be served by this project. Describe how this project responds to the needs of these clients or constituents and your agency's qualifications to serve them.

WAN has always believed that our constituency consists of the entire community of women affected by HIV. We serve women mainly in the Bay Area; however, we reach women across the country and sometimes outside the country as well. The number of AIDS cases in women is growing at an alarmingly faster rate than in men and in 1995, women comprised 19% of those diagnosed with AIDS. It is an epidemic dramatically affecting poor women, women of color, drug users and young women, and is increasingly affecting women who have sex with women. Thus, WAN's work is developed with this picture of HIV always in focus: we must address HIV from a perspective of addressing issues of race and ethnicity, class, age and sexual practices regardless of sexual orientation or identification. In order to achieve our goals, we believe that women with HIV, women of color, poor women, young women and lesbians must be involved in our efforts. The community in which we operate is the constituency we serve and the people we bring to the table to advocate on behalf of themselves and all women affected by HIV. We ensure the involvement of women with HIV by including them at all levels of our work, from participation in community meetings to participation on our Board to representation of WAN at public forums and events. This involvement is sustained through ongoing training and active support.

Please give a brief history of your organization, including when it was founded, its history and its goals.

WAN is the world's oldest known women and HIV organization, established in June 1983. In March 1984, women involved with AIDS services in the San Francisco Bay Area began meeting monthly. WAN continues that structure today, thus providing for ongoing community accountability. As the only organization of its kind in the Bay Area, WAN is a network of health care providers, women with HIV and advocates. As a 501(c)(3), our mission and goals are to advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease. WAN provides support and assistance to women with HIV; offers an environment for information exchange and education regarding women and HIV; develops strategies for focusing and directing local HIV services and prevention education toward women and women's needs; publishes and distributes prevention education materials targeting women, including lesbians; maintains a speakers bureau on women and HIV; and is engaged in local, state and national public policy advocacy regarding HIV and women. WAN also provides the only Women's Fund for low-income women with HIV in the Bay Area — one of just four such funds in the country, according to the Center for Women Policy Studies. Thus, we have direct, one-on-one contact with more women with HIV than any other service provider in the Bay Area — 337 in 1995. We offer annual cash grants, counseling and assistance with referrals to other Bay Area AIDS service organizations. This highly successful service is fiscally and programmatically administered by WAN and is located at the office of Planned Parenthood Golden Gate. Beginning in 1997, WAN will house and staff the Special Women's Fund, necessitating additional funds.
Please describe the mechanisms your agency uses to evaluate the success of its programs.

WAN has a commitment to evaluating all projects and we have a consistent record of soliciting evaluations from all participants within our programs, from women who are HIV-positive, and from community members and other HIV organizations. We have experience with both formal and informal evaluation tools. All work of the Women's AIDS Network is evaluated and discussed in depth at our annual Board Retreat. We engaged in a strategic planning process in 1994 and now measure WAN's progress in the context of our strategic plan. Most importantly, any evaluation of our work assesses its impact on the lives of women with HIV. Thus, women with HIV are formally and informally surveyed throughout the year to assess the importance and appropriateness of WAN's work to women with HIV. Toward that end, the WAN Special Women's Fund is formally evaluated annually by our clients and we are currently establishing a mechanism to formally survey community-based providers on an annual basis to ensure that the Fund continues to provide a valuable service to women with HIV in San Francisco. WAN evaluates its performance of advocacy activities by maintaining records of efforts undertaken in collaboration with other organizations and contacts with key policy makers and key policy advocates. Additionally, we ask public policy advocacy trainees to evaluate in writing the WAN training and ask Bay Area participants in local, state and national meetings to evaluate in writing their ability to be effective in those settings. We measure our effectiveness at the Bay Area, state and national levels, in part, by the response to our materials and advocacy efforts on the part of CBOs and policy makers and by assessing whether WAN is able to gain access to key lawmakers and officials, and whether WAN is asked to participate in strategy sessions and roundtable discussions with other advocates. With the ongoing input of women with HIV and women involved in HIV prevention education, public policy advocacy and leadership and service provision in the Bay Area, WAN will continue to make changes that will improve our efforts on behalf of women infected and affected by HIV.

If this request will support a collaboration among two or more organizations, please describe the history of the collaboration and its management structure.

This request is not for a formal collaboration. However, throughout WAN's history, we have believed in the critical nature of working in collaboration and in coalition with a wide variety of organizations. WAN continues to expand its close working relationship with a number of leading HIV, health policy and women's agencies in the Bay Area, as well as statewide and nationally. Because there are so few community-based organizations engaged in work related to women and HIV, we strongly believe that our efforts must be carried out in a collaborative manner if they are to have strong impact. Thus, building coalitions is a key component of all our efforts. We work with a core of key collaborators and we also form new working groups as appropriate, depending on the issue. With these coalition partners, we engage in joint planning efforts and develop joint policy statements, we collaborate on educating women infected or affected by HIV, policy makers and HIV and health care advocates, and we combine broad and varied expertise to increase the ability of organizations individually and collectively to have an impact on women and HIV issues. Some of the community-based organizations with whom we work include the following: AIDS Action Committee (Boston), AIDS Budget Coalition (CA), AIDS Action Council (WDC), AIDS Policy Center for Children, Youth and Families (WDC), AIDS Project Los Angeles (Sacramento and Los Angeles), Catholic Charities HIV/AIDS in Prison Project (Oakland), Center for Women Policy Studies (WDC), Gay Men's Health Crisis Lesbian AIDS Project (NY), HIV Law Project (NY), Housing Works (NY), LIFE Lobby and Institute (Sacramento), National Minority AIDS Council (WDC), NORA (National Organizations Responding to AIDS) Testing Workgroup (WDC), Planned Parenthood (Sacramento), San Francisco AIDS Foundation, and WORLD (Oakland).

Please complete the budget expense and revenue information on the following pages. If your agency does not provide HIV/AIDS services, use the Total Agency Budget form. If your agency is exclusively an HIV/AIDS organization, use only the HIV/AIDS Budget forms. If your HIV/AIDS program is part of a larger agency, you will need to complete both budget forms. All agencies requesting project or program specific grants (not general operating funds) should also complete the Special Project/Program Budget forms.
MACY'S WEST
CHARITABLE CONTRIBUTIONS PROGRAM

PASSPORT FUND BUDGET INFORMATION
FOR HIV/AIDS PROGRAMS

The purpose of these forms is to give basic information about sources of revenue and types of expenditures for all of the HIV/AIDS programs of your agency in your current fiscal year budget. Please do not reflect non HIV/AIDS programs on these budget reporting forms. If your HIV/AIDS programs are part of a larger agency, your total agency budget, including your HIV/AIDS budget, should be shown on the TOTAL AGENCY BUDGET forms.

What is your agency’s fiscal year? From **01/01/96** To **12/31/96**

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Amount</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Contracts, including Ryan White and HOPWA</td>
<td>-</td>
<td>0 %</td>
</tr>
<tr>
<td>Non-government grants (i.e.: AmFAR, corporate, private foundations)</td>
<td>40,000</td>
<td>35 %</td>
</tr>
<tr>
<td>Individuals (include major gifts)</td>
<td>20,000</td>
<td>18 %</td>
</tr>
<tr>
<td>AIDS Dance-A-Thon, 1996</td>
<td>2,500</td>
<td>2 %</td>
</tr>
<tr>
<td>AIDS Walk 1996 (amt expected)</td>
<td>20,000</td>
<td>18 %</td>
</tr>
<tr>
<td>Special Events (other)</td>
<td>6,000</td>
<td>5 %</td>
</tr>
<tr>
<td>Wills and Bequests</td>
<td>-</td>
<td>0 %</td>
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<tr>
<td>Other (United Way, CFC)</td>
<td>25,000</td>
<td>22 %</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$113,500</strong></td>
<td><strong>100 %</strong></td>
</tr>
</tbody>
</table>
## MACY'S WEST CHARITABLE CONTRIBUTIONS PROGRAM

**PASSPORT FUND - BUDGET INFORMATION FOR HIV/AIDS PROGRAMS**

### EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and benefits (program)</td>
<td>28,992</td>
<td>26%</td>
</tr>
<tr>
<td>Salaries and benefits (development and administration)</td>
<td>9,984</td>
<td>9%</td>
</tr>
<tr>
<td>Consultant Costs (program)</td>
<td>3,800</td>
<td>3%</td>
</tr>
<tr>
<td>Consultant Costs (development and administration)</td>
<td>2,500</td>
<td>2%</td>
</tr>
<tr>
<td>Professional fees</td>
<td>4,000</td>
<td>4%</td>
</tr>
<tr>
<td>Occupancy Costs (including telephone and utilities)</td>
<td>13,700</td>
<td>12%</td>
</tr>
<tr>
<td>Program costs (including print materials)</td>
<td>18,024</td>
<td>16%</td>
</tr>
<tr>
<td>Fundraising costs</td>
<td>5,000</td>
<td>4%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Women's Fund Cash Grants</td>
<td>17,500</td>
<td>15%</td>
</tr>
<tr>
<td>Equipment</td>
<td>10,000</td>
<td>9%</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>$113,500</td>
<td>100%</td>
</tr>
</tbody>
</table>
WOMEN’S AIDS NETWORK (WAN) BOARD OF DIRECTORS
1996

Margot Antonetty
Project Director, Integrated Services Network
Baker Places, Inc.

Hazel Betsey, Secretary
HIV-positive lesbian

Laura Carcagno
Public Benefits Counselor
AIDS Benefits Counselors (ABC)

Anna Heath
HIV-positive woman

Helen Miramontes
Associate Clinical Professor
UCSF School of Nursing;
President’s HIV/AIDS Council

Lisa O’Connor, President
Senior Counselor, HIV Services
Walden House, Inc.;
HIV-positive woman

Lorene Romero, Vice-President
Clinical Supervisor
Baker Places Support & Permanent Housing

Naomi Schegloff
Educator and Outreach Worker
TB Outreach Prevention Services (TOPS)
Dept. of Public Health

Lateefah Simon
Asst. to Director of Community Building
The Center of Young Women’s Development
Street Survival Project

Ruthy Talansky, Treasurer
Housing Project Developer
Bernal Heights Housing Corporation
WOMEN'S AIDS NETWORK (WAN) MAJOR SUPPORTERS
1996

FOUNDATIONS/CORPORATIONS
Northern California Grantmakers AIDS Task Force $40,000
United Way of the Bay Area $25,000

COMMUNITY EVENTS
AIDS Walk 1996 $20,000
AIDS Dance-a-thon 1996 $2,500

MAJOR DONOR CONTRIBUTIONS
Anonymous Donor $13,910

TOTAL 1996 MAJOR SUPPORTERS $101,410

TOTAL WAN REVENUE TO BE RAISED IN 1996 $113,500
September 25, 1996

To Whom It May Concern:

The Women's AIDS Network (WAN) does not have an audited financial statement. This is due to the fact that to this point we have been a small organization with no requirements by outside funding sources and no internal need to have a yearly audit performed. However, beginning with the year 1996, we have increased our overall agency budget, along with our source founding, and plan to have an audit completed in 1997.

Instead, we are submitting completed financial statements (including expenses, revenue and balance sheet) for Fiscal Year/Calendar Year 1995. We currently have in place an appropriate accounting system that tracks expenditures and revenue.

Should you have any questions, please do not hesitate to contact us.

Very truly yours,

Ruthy Talansky
Treasurer
Board of Directors
Women's AIDS Network
of the United States
Board of Directors
584 Castro Street, Suite 321
San Francisco, CA 94114

I have compiled the accompanying balance sheet of Women's AIDS Network of the United States as of December 31, 1995 and the related statement of support, revenues and expenses and the supplemental statement of expenses for twelve months then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

January 17, 1996
# WOMEN'S AIDS NETWORK OF THE UNITED STATES
## BALANCE SHEET
### December 31, 1995

### ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Cash – BIZ account</td>
<td>$1,547.00</td>
</tr>
<tr>
<td>Cash – Liquid Maximizer</td>
<td>$3,923.00</td>
</tr>
<tr>
<td>Cash – Special Fund</td>
<td>$2,161.00</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>$7,632.00</strong></td>
</tr>
<tr>
<td><strong>Equipment (less depreciation)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,165.00</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>$9,797.00</strong></td>
</tr>
</tbody>
</table>

### LIABILITIES AND FUND BALANCE

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$410.00</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>$410.00</strong></td>
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<tr>
<td>Fund balance</td>
<td>$9,387.00</td>
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<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCE</strong></td>
<td><strong>$9,797.00</strong></td>
</tr>
</tbody>
</table>

See Accompanying Accountant's Compilation Report
WOMEN'S AIDS NETWORK OF THE UNITED STATES
STATEMENT OF SUPPORT, REVENUE AND EXPENSES
For the period ending December 31, 1995

<table>
<thead>
<tr>
<th></th>
<th>1995</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUPPORT AND REVENUES:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Support:</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$ 4,010.00</td>
</tr>
<tr>
<td>Grants</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Major Donors</td>
<td>20,000.00</td>
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<tr>
<td></td>
<td>26,510.00</td>
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<tr>
<td>Revenue:</td>
<td></td>
</tr>
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<td>Event income</td>
<td>3,143.00</td>
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<tr>
<td>Interest</td>
<td>805.00</td>
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<tr>
<td>Other</td>
<td>91.00</td>
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<tr>
<td></td>
<td>4,039.00</td>
</tr>
<tr>
<td></td>
<td>30,549.00</td>
</tr>
<tr>
<td>Total support and revenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>(44,565.00)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total expenses</td>
<td>(44,565.00)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUPPORT AND REVENUE OVER(UNDER) EXPENSES</strong></td>
<td>(14,016.00)</td>
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<tr>
<td>FUND BALANCE AT 01/01/95</td>
<td>23,403.00</td>
</tr>
<tr>
<td>FUND BALANCE AT 12/31/95</td>
<td>$ 9,387.00</td>
</tr>
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</table>

See Accompanying Accountant's Compilation Report
## WOMEN'S AIDS NETWORK OF THE UNITED STATES

Supplemental Schedule of Expenses
For period ending December 31, 1995

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Development</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Admin support</td>
<td>$64.00</td>
<td>500.00</td>
<td>(436.00)</td>
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<tr>
<td>Board training</td>
<td>448.00</td>
<td>2,000.00</td>
<td>(1,552.00)</td>
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<tr>
<td>Event costs</td>
<td>0.00</td>
<td>2,000.00</td>
<td>(2,000.00)</td>
</tr>
<tr>
<td>Grant writing</td>
<td>220.00</td>
<td>1,000.00</td>
<td>(780.00)</td>
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<tr>
<td>Solicitation</td>
<td>199.00</td>
<td>500.00</td>
<td>(301.00)</td>
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<tr>
<td><strong>Total Development</strong></td>
<td>931.00</td>
<td>6,000.00</td>
<td>(5,069.00)</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochure</td>
<td>0.00</td>
<td>500.00</td>
<td>(500.00)</td>
</tr>
<tr>
<td>Forums</td>
<td>99.00</td>
<td>1,200.00</td>
<td>(1,101.00)</td>
</tr>
<tr>
<td>Honorarium</td>
<td>250.00</td>
<td>900.00</td>
<td>(650.00)</td>
</tr>
<tr>
<td>Resource Guide</td>
<td>0.00</td>
<td>500.00</td>
<td>(500.00)</td>
</tr>
<tr>
<td>Other</td>
<td>173.00</td>
<td>0.00</td>
<td>173.00</td>
</tr>
<tr>
<td><strong>Total Education</strong></td>
<td>522.00</td>
<td>3,100.00</td>
<td>(2,578.00)</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Copying</td>
<td>650.00</td>
<td>300.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Hardware</td>
<td>158.00</td>
<td>1,500.00</td>
<td>(1,342.00)</td>
</tr>
<tr>
<td>Postage</td>
<td>260.00</td>
<td>300.00</td>
<td>(40.00)</td>
</tr>
<tr>
<td>Printer</td>
<td>749.00</td>
<td>750.00</td>
<td>(1.00)</td>
</tr>
<tr>
<td>Sign</td>
<td>0.00</td>
<td>200.00</td>
<td>(200.00)</td>
</tr>
<tr>
<td>Software</td>
<td>0.00</td>
<td>550.00</td>
<td>(550.00)</td>
</tr>
<tr>
<td>Stationary</td>
<td>7.00</td>
<td>0.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>263.00</td>
<td>1,000.00</td>
<td>(737.00)</td>
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<td>Telephone</td>
<td>674.00</td>
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<tr>
<td>Other</td>
<td>54.00</td>
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<td>54.00</td>
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<tr>
<td>Delivery</td>
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<td>37.00</td>
</tr>
<tr>
<td><strong>Total Office Supplies</strong></td>
<td>$2,852.00</td>
<td>5,450.00</td>
<td>(2,581.00)</td>
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</tbody>
</table>

See Accompanying Accountant's Compilation Report
WOMEN'S AIDS NETWORK OF THE UNITED STATES
Supplemental Schedule of Expenses
For period ending December 31, 1995

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Taxes</td>
<td>1,210.00</td>
<td>1,450.00</td>
<td>(240.00)</td>
</tr>
<tr>
<td>Insurance</td>
<td>67.00</td>
<td>200.00</td>
<td>(133.00)</td>
</tr>
<tr>
<td>State Taxes</td>
<td>748.00</td>
<td>350.00</td>
<td>398.00</td>
</tr>
<tr>
<td>Wages</td>
<td>12,930.00</td>
<td>14,300.00</td>
<td>(1,370.00)</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>203.00</td>
<td>200.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Health</td>
<td>119.00</td>
<td>0.00</td>
<td>119.00</td>
</tr>
<tr>
<td><strong>Total Payroll</strong></td>
<td>15,277.00</td>
<td>16,500.00</td>
<td>(1,223.00)</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Life Lobby</td>
<td>0.00</td>
<td>1,100.00</td>
<td>(1,100.00)</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>234.00</td>
<td>300.00</td>
<td>(66.00)</td>
</tr>
<tr>
<td>Postage</td>
<td>22.00</td>
<td>200.00</td>
<td>(178.00)</td>
</tr>
<tr>
<td>Telephone</td>
<td>0.00</td>
<td>200.00</td>
<td>(200.00)</td>
</tr>
<tr>
<td>Accomodations</td>
<td>0.00</td>
<td>800.00</td>
<td>(800.00)</td>
</tr>
<tr>
<td>Flight and Fees</td>
<td>295.00</td>
<td>2,000.00</td>
<td>(1,705.00)</td>
</tr>
<tr>
<td>Ground transit</td>
<td>0.00</td>
<td>400.00</td>
<td>(400.00)</td>
</tr>
<tr>
<td>Life Mgt Costs</td>
<td>0.00</td>
<td>1,200.00</td>
<td>(1,200.00)</td>
</tr>
<tr>
<td>Per Diem Costs</td>
<td>0.00</td>
<td>600.00</td>
<td>(600.00)</td>
</tr>
<tr>
<td>Sacramento</td>
<td>0.00</td>
<td>200.00</td>
<td>(200.00)</td>
</tr>
<tr>
<td><strong>Total Policy</strong></td>
<td>551.00</td>
<td>7,000.00</td>
<td>(6,449.00)</td>
</tr>
<tr>
<td><strong>Special Fund</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>17,660.00</td>
<td>17,500.00</td>
<td>160.00</td>
</tr>
<tr>
<td><strong>Total Special Fund</strong></td>
<td>17,660.00</td>
<td>17,500.00</td>
<td>160.00</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>600</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Service charge</td>
<td>600</td>
<td>1200.00</td>
<td>(600.00)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>950.00</td>
<td>0.00</td>
<td>950.00</td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,657.00</td>
<td>950.00</td>
<td>2,707.00</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$44,565.00</td>
<td>58,000.00</td>
<td>(13,418.00)</td>
</tr>
</tbody>
</table>

See Accompanying Accountant's Compilation Report
**Form 990-EZ**

**Return of Organization Exempt From Income Tax**

Under section 501(c) of the Internal Revenue Code (except black lung benefit trust or private foundation) or section 4947(a)(1) nonexempt charitable trust.

- For organizations with gross receipts less than $100,000 and total assets less than $250,000 at the end of the year.

**A For the 1994 calendar year, OR tax year beginning** ____________, **1994, and ending** ____________, **1994.**

**B Check if:**
- [ ] Change of address
- [ ] Thalidomide return
- [ ] Final return
- [ ] Amended return (required also for State reporting)

**C Name of organization**
- [ ] Exempt under section 501(c)( ) (insert number)
- [ ] section 4947(a)(1) nonexempt charitable trust

**D Employer identification number**

**E State registration number**

**F Check □ if exemption application is pending**

**G Accounting method:**
- [ ] Cash
- [ ] Accrual
- [ ] Other (specify) ▶

**I Type of organization— ▶ □ Exempt under section 501(c)( ) (insert number) OR ▶ □ section 4947(a)(1) nonexempt charitable trust**

**Note:** Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts MUST attach a completed Schedule A (Form 990).

**J Check □ if the organization's gross receipts are normally not more than $25,000. The organization need not file a return with the IRS; but if the organization received a Form 990 Package in the mail, the organization should file a return without financial data. Some states require a complete return.**

**K Enter the organization's 1994 gross receipts (add back lines 5b, 6b, 7b, to line 9).**

- [ ] $ ________
- [ ] If $100,000 or more, the organization must file Form 990 instead of Form 990-EZ.

### Part I Statement of Revenue, Expenses, and Changes in Net Assets or Fund Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions, gifts, grants, and similar amounts received</td>
<td>1</td>
</tr>
<tr>
<td>Program service revenue including government fees and contracts</td>
<td>2</td>
</tr>
<tr>
<td>Membership dues and assessments</td>
<td>3</td>
</tr>
<tr>
<td>Investment income</td>
<td>4</td>
</tr>
<tr>
<td>5a Gross amount from sale of assets other than inventory</td>
<td>5a</td>
</tr>
<tr>
<td>b Less: cost or other basis and sales expenses</td>
<td>5b</td>
</tr>
<tr>
<td>c Gain or (loss) from sale of assets other than inventory (line 5a less line 5b)</td>
<td>5c</td>
</tr>
<tr>
<td>6 Special events and activities (attach schedule)</td>
<td>6</td>
</tr>
<tr>
<td>a Gross revenue (not including $ ________ of contributions reported on line 1)</td>
<td>6a</td>
</tr>
<tr>
<td>b Less: direct expenses other than fundraising expenses</td>
<td>6b</td>
</tr>
<tr>
<td>c Net income or (loss) from special events and activities (line 6a less line 6b)</td>
<td>6c</td>
</tr>
<tr>
<td>7a Gross sales of inventory, less returns and allowances</td>
<td>7</td>
</tr>
<tr>
<td>b Less: cost of goods sold</td>
<td>7b</td>
</tr>
<tr>
<td>c Gross profit or (loss) from sales of inventory (line 7a less line 7b)</td>
<td>7c</td>
</tr>
<tr>
<td>8 Other revenue (describe ▶)</td>
<td>8</td>
</tr>
<tr>
<td>9 Total revenue (add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8)</td>
<td>9</td>
</tr>
<tr>
<td>10 Grants and similar amounts paid (attach schedule)</td>
<td>10</td>
</tr>
<tr>
<td>11 Benefits paid to or for members</td>
<td>11</td>
</tr>
<tr>
<td>12 Salaries, other compensation, and employee benefits</td>
<td>12</td>
</tr>
<tr>
<td>13 Professional fees and other payments to independent contractors</td>
<td>13</td>
</tr>
<tr>
<td>14 Occupancy, rent, utilities, and maintenance</td>
<td>14</td>
</tr>
<tr>
<td>15 Printing, publications, postage, and shipping</td>
<td>15</td>
</tr>
<tr>
<td>16 Other expenses (describe ▶ Training, bank charges, childcare, mailers, etc.)</td>
<td>16</td>
</tr>
<tr>
<td>17 Total expenses (add lines 10 through 16)</td>
<td>17</td>
</tr>
<tr>
<td>18 Excess or (deficit) for the year (line 9 less line 17)</td>
<td>18</td>
</tr>
<tr>
<td>19 Net assets or fund balances at beginning of year (from line 27, column (A))</td>
<td>19</td>
</tr>
<tr>
<td>(must agree with end-of-year figure reported on prior year's return)</td>
<td>20</td>
</tr>
<tr>
<td>21 Other changes in net assets or fund balances (attach explanation)</td>
<td>21</td>
</tr>
</tbody>
</table>

### Part II Balance Sheets

If Total assets on line 25, column (B) are $250,000 or more, Form 990 must be filed instead of Form 990-EZ.

<table>
<thead>
<tr>
<th>Description</th>
<th>(A) Beginning of year</th>
<th>(B) End of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Cash, savings, and investments</td>
<td>1,060,732</td>
<td>2,197,330</td>
</tr>
<tr>
<td>23 Land and buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Other assets (describe ▶)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Total assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Total liabilities (describe ▶)</td>
<td>4,770,303</td>
<td>2,540,302</td>
</tr>
<tr>
<td>27 Net assets or fund balances (line 27 of column (B) must agree with line 21)</td>
<td>4,370,303</td>
<td>2,340,303</td>
</tr>
</tbody>
</table>

For Paperwork Reduction Act Notice, see page 1 of the separate instructions.
### Part III: Statement of Program Service Accomplishments

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The organization provides emergency funds to individuals in need.</td>
<td>$250</td>
<td>28a</td>
</tr>
<tr>
<td>The organization supports a program that provides educational assistance.</td>
<td>$45</td>
<td>29a</td>
</tr>
<tr>
<td>Other program services (attach schedule)</td>
<td>$31a</td>
<td></td>
</tr>
<tr>
<td>Total program service expenses (add lines 28a through 31a)</td>
<td>$32</td>
<td></td>
</tr>
</tbody>
</table>

### Part IV: List of Officers, Directors, Trustees, and Key Employees

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Title</th>
<th>Average Hours Per Week</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gellen Hessen</td>
<td>President</td>
<td>40</td>
<td>37a</td>
</tr>
<tr>
<td>Karen Legakis</td>
<td>Vice Pres.</td>
<td>36</td>
<td>37b</td>
</tr>
<tr>
<td>Patricia A. Sarnic</td>
<td>Secretary</td>
<td>29a</td>
<td></td>
</tr>
<tr>
<td>José A. García</td>
<td>Treasurer</td>
<td>39a</td>
<td></td>
</tr>
</tbody>
</table>

### Part V: Other Information

33. Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity.

34. Were any changes made to the organizing or governing documents but not reported to the IRS?

35. If the organization had income from business activities, such as those reported on lines 2, 6, and 7 (among others), but NOT reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T.

36. Was there a liquidation, dissolution, termination, or substantial contraction during the year? (If "Yes," attach a statement; see instructions.)

37a. Enter amount of political expenditures, direct or indirect, as described in the instructions.

38a. Did the organization borrow from or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?

39. Section 501(c)(7) organizations.—Enter:

40. List the states with which a copy of this return was filed.

41. The books are in care of:

42. Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041, U.S. Income Tax Return for Estates and Trusts.—Check here and enter the amount of tax-exempt interest received or accrued during the tax year.

**Please Note:**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

**Date:**

**Title:**

**Preparer’s Social Security No.:**

**Paid Preparer's Use Only**

**Preparer’s Signature:**

**Date:**

**Check if Self-Employed:**

**Preparer's Social Security No.:**

**E.I. No.:**

**ZIP Code:**

**Printed on recycled paper**

**GPO:** 1994 0 - 375-180
Form 990

Return of Organization Exempt From Income Tax

Under section 501(c) of the Internal Revenue Code (except black lung benefit trust or private foundation) or section 4947(a)(1) nonexempt charitable trust

Note: The organization may have to use a copy of this return to satisfy state reporting requirements.

For the 1993 calendar year, or tax year period beginning , 1993, and ending , 1993.

Check if:
- [ ] Initial return
- [ ] Final return
- [ ] Amended return
- [ ] Change of address

Please use IRS label or type of form or other mailing address:

Name and address of the United States:
SO. CALIFORNIA

City, town, or post office, state, and ZIP code:

90260

Type of organization:

Exempt under section 501(c) (3) OR section 4947(a)(1) nonexempt charitable trust

Note: Section 501(c)(3) exempt organizations and 4947(a)(1) nonexempt charitable trusts MUST attach a completed Schedule A (Form 990).

H(a) Is this a group return filed for affiliates?
- [ ] Yes
- [ ] No

I If either box in H is checked "Yes," enter four-digit group exemption number (GEN) ▶

J Accounting method:
- [ ] Cash
- [ ] Accrual

K Check here ▶ if the organization's gross receipts are normally not more than $25,000. The organization need not file a return with the IRS, but if it received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.

Note: Form 990-F1 may be used by organizations with gross receipts less than $100,000 and total assets less than $250,000 at end of year.

Part I Statement of Revenue, Expenses, and Changes in Net Assets or Fund Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions, gifts, grants, and similar amounts received:</td>
<td>42360</td>
</tr>
<tr>
<td>a Direct public support</td>
<td></td>
</tr>
<tr>
<td>b Indirect public support</td>
<td></td>
</tr>
<tr>
<td>c Government contributions (grants)</td>
<td></td>
</tr>
<tr>
<td>d Total (add lines 1a through 1c) (attach schedule—see instructions)</td>
<td>42360</td>
</tr>
<tr>
<td>(cash $40260, noncash $1600)</td>
<td></td>
</tr>
<tr>
<td>2 Program service revenue including government fees and contracts (from Part VII, line 93)</td>
<td></td>
</tr>
<tr>
<td>3 Membership dues and assessments (see instructions)</td>
<td></td>
</tr>
<tr>
<td>4 Interest on savings and temporary cash investments</td>
<td></td>
</tr>
<tr>
<td>5 Dividends and interest from securities</td>
<td></td>
</tr>
<tr>
<td>6a Gross rents</td>
<td>6a</td>
</tr>
<tr>
<td>b Less: rental expenses</td>
<td>6b</td>
</tr>
<tr>
<td>c Net rental income or (loss) (subtract line 6b from line 6a)</td>
<td>6c</td>
</tr>
<tr>
<td>7 Other investment income (describe)</td>
<td></td>
</tr>
<tr>
<td>8a Gross amount from sale of assets other than inventory</td>
<td>1292</td>
</tr>
<tr>
<td>b Less: cost or other basis and sales expenses</td>
<td>450</td>
</tr>
<tr>
<td>c Gain or (loss) (attach schedule)</td>
<td>8d</td>
</tr>
<tr>
<td>d Net gain or (loss) (combine line 8c, columns (A) and (B))</td>
<td>842</td>
</tr>
<tr>
<td>9 Special events and activities (attach schedule—see instructions)</td>
<td></td>
</tr>
<tr>
<td>a Gross revenue (not including $_____ of contributions reported on line 1a)</td>
<td>1292</td>
</tr>
<tr>
<td>b Less: direct expenses other than fundraising expenses</td>
<td>9b</td>
</tr>
<tr>
<td>c Not income or (loss) from special events (subtract line 9b from line 9a)</td>
<td>9c</td>
</tr>
<tr>
<td>10a Gross sales of inventory, less returns and allowances</td>
<td>10a</td>
</tr>
<tr>
<td>b Less: cost of goods sold</td>
<td>10b</td>
</tr>
<tr>
<td>c Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)</td>
<td>10c</td>
</tr>
<tr>
<td>11 Other revenue (from Part VII, line 103)</td>
<td>11</td>
</tr>
<tr>
<td>12 Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)</td>
<td>46907</td>
</tr>
<tr>
<td>13 Program services (from line 44, column (B)—see instructions)</td>
<td>13</td>
</tr>
<tr>
<td>14 Management and general (from line 44, column (C)—see instructions)</td>
<td>14</td>
</tr>
<tr>
<td>15 Fundraising (from line 44, column (D)—see instructions)</td>
<td>15</td>
</tr>
<tr>
<td>16 Payments to affiliates (attach schedule—see instructions)</td>
<td>16</td>
</tr>
<tr>
<td>17 Total expenses (add lines 16 and 44, column (A))</td>
<td>17</td>
</tr>
<tr>
<td>18 Excess or (deficit) for the year (subtract line 17 from line 12)</td>
<td>18</td>
</tr>
<tr>
<td>19 Net assets or fund balances at beginning of year (from line 74, column (A))</td>
<td>19</td>
</tr>
<tr>
<td>20 Other changes in net assets or fund balances (attach explanation)</td>
<td>20</td>
</tr>
<tr>
<td>21 Net assets or fund balances at end of year (combine lines 18, 19, and 20)</td>
<td>21</td>
</tr>
</tbody>
</table>

For Paperwork Reduction Act Notice, see page 1 of the separate instructions.
Part II
Statement of Functional Expenses

All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See instructions.)

<table>
<thead>
<tr>
<th>Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.</th>
<th>(A) Total</th>
<th>(B) Program services</th>
<th>(C) Management and general</th>
<th>(D) Fundraising</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Grants and allocations (attach schedule)</td>
<td>22</td>
<td>1550</td>
<td>1550</td>
<td></td>
</tr>
<tr>
<td>(cash $ 1550  noncash $ 0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Specific assistance to individuals (attach schedule)</td>
<td>23</td>
<td>13850</td>
<td>13850</td>
<td></td>
</tr>
<tr>
<td>24 Benefits paid to or for members (attach schedule)</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Compensation of officers, directors, etc.</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Other salaries and wages</td>
<td>26</td>
<td>2260</td>
<td>2260</td>
<td></td>
</tr>
<tr>
<td>27 Pension plan contributions</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Other employee benefits</td>
<td>28</td>
<td>704</td>
<td>704</td>
<td></td>
</tr>
<tr>
<td>29 Payroll taxes</td>
<td>29</td>
<td>229</td>
<td>229</td>
<td></td>
</tr>
<tr>
<td>30 Professional fundraising fees</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Accounting fees</td>
<td>31</td>
<td>52</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>32 Legal fees</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Supplies</td>
<td>33</td>
<td>253</td>
<td>253</td>
<td></td>
</tr>
<tr>
<td>34 Telephone</td>
<td>34</td>
<td>139</td>
<td>139</td>
<td></td>
</tr>
<tr>
<td>35 Postage and shipping</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 Occupancy</td>
<td>36</td>
<td>175</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>37 Equipment rental and maintenance</td>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 Printing and publications</td>
<td>38</td>
<td>478</td>
<td>478</td>
<td></td>
</tr>
<tr>
<td>39 Travel</td>
<td>39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 Conferences, conventions, and meetings</td>
<td>40</td>
<td>525</td>
<td>525</td>
<td></td>
</tr>
<tr>
<td>41 Interest</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 Depreciation, depletion, etc. (attach schedule)</td>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43 Other expenses (itemize): a. DUES</td>
<td>43a</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>b. BANK CHARGES</td>
<td>43b</td>
<td>217</td>
<td>217</td>
<td></td>
</tr>
<tr>
<td>c. INVOICE</td>
<td>43c</td>
<td>320</td>
<td>320</td>
<td></td>
</tr>
<tr>
<td>d. OUTSIDE SERVICES</td>
<td>43d</td>
<td>641</td>
<td>641</td>
<td></td>
</tr>
<tr>
<td>e. LICENSE FEE</td>
<td>43e</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>44 Total functional expenses (add lines 22 through 43) Organizations completing columns (B)-(D), carry these totals to lines 13-15</td>
<td>44</td>
<td>22538</td>
<td>10782</td>
<td>478</td>
</tr>
</tbody>
</table>

Reporting of Joint Costs.—Did you report in column (B) (Program services) any joint costs from a combined educational campaign and fundraising solicitation? □ Yes □ No

If "Yes," enter (i) the aggregate amount of these joint costs $ ; (ii) the amount allocated to Program services $ ; (iii) the amount allocated to Management and general $ ; and (iv) the amount allocated to Fundraising $ .

Part III
Statement of Program Service Accomplishments (See instructions.)

Describe what was achieved in carrying out the organization's exempt purposes. Fully describe the services provided; the number of persons benefited; or other relevant information for each program title. Section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.

<table>
<thead>
<tr>
<th>Expenses (Required for 501(c)(3) and (4) organizations and 4947(a)(1) trusts, optional for others)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The organization provides emergency funds to individuals in San Francisco who have contracted the AIDS virus. Funds are used to purchase food, etc. (Grants and allocations $ 13,850 )</td>
</tr>
<tr>
<td>The organization supports the W.O.R.L.D. Education and Karos House, which provide services to women who have contracted the AIDS virus. (Grants and allocations $ 1,550 )</td>
</tr>
<tr>
<td>The organization attends meetings to keep current with AIDS developments. They also print literature to educate the community. (Grants and allocations $ 878 )</td>
</tr>
<tr>
<td>Other program services (attach schedule) (Grants and allocations $ )</td>
</tr>
<tr>
<td>Total (add lines a through e) (Grants and allocations $ 16,278 )</td>
</tr>
</tbody>
</table>
### Part IV Balance Sheets

**Note:** Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

<table>
<thead>
<tr>
<th>Assets</th>
<th>(A) Beginning of year</th>
<th>(B) End of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 Cash—non-interest-bearing</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>46 Savings and temporary cash investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47a Accounts receivable</td>
<td>47b</td>
<td>47c</td>
</tr>
<tr>
<td>b Less: allowance for doubtful accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48a Pledges receivable</td>
<td>48b</td>
<td>48c</td>
</tr>
<tr>
<td>b Less: allowance for doubtful accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 Grants receivable</td>
<td></td>
<td>49</td>
</tr>
<tr>
<td>50 Receivables due from officers, directors, trustees, and key employees (attach schedule)</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>51a Other notes and loans receivable (attach schedule)</td>
<td>51b</td>
<td>51c</td>
</tr>
<tr>
<td>b Less: allowance for doubtful accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52 Inventories for sale or use</td>
<td></td>
<td>52</td>
</tr>
<tr>
<td>53 Prepaid expenses and deferred charges</td>
<td></td>
<td>53</td>
</tr>
<tr>
<td>54 Investments—securities (attach schedule)</td>
<td></td>
<td>54</td>
</tr>
<tr>
<td>55a Investments—land, buildings, and equipment: basis</td>
<td>55b</td>
<td>55c</td>
</tr>
<tr>
<td>b Less: accumulated depreciation (attach schedule)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56 Investments—other (attach schedule)</td>
<td></td>
<td>56</td>
</tr>
<tr>
<td>57a Land, buildings, and equipment: basis</td>
<td>57b</td>
<td>57c</td>
</tr>
<tr>
<td>b Less: accumulated depreciation (attach schedule)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58 Other assets (describe)</td>
<td></td>
<td>58</td>
</tr>
<tr>
<td>59 Total assets (add lines 45 through 58) (must equal line 75)</td>
<td></td>
<td>59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>(A) Beginning of year</th>
<th>(B) End of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Accounts payable and accrued expenses</td>
<td>60</td>
<td>61</td>
</tr>
<tr>
<td>61 Grants payable</td>
<td></td>
<td>61</td>
</tr>
<tr>
<td>62 Support and revenue designated for future periods (attach schedule)</td>
<td></td>
<td>62</td>
</tr>
<tr>
<td>63 Loans from officers, directors, trustees, and key employees (attach schedule)</td>
<td></td>
<td>63</td>
</tr>
<tr>
<td>64a Tax-exempt bond liabilities (attach schedule)</td>
<td>64b</td>
<td>64c</td>
</tr>
<tr>
<td>b Mortgages and other notes payable (attach schedule)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 Other liabilities (describe)</td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>66 Total liabilities (add lines 60 through 65)</td>
<td></td>
<td>66</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balances or Net Assets</th>
<th>(A) Beginning of year</th>
<th>(B) End of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizations that use fund accounting, check here □ and complete lines 67 through 70 and lines 74 and 75 (see instructions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67a Current unrestricted fund</td>
<td>67b</td>
<td>67c</td>
</tr>
<tr>
<td>b Current restricted fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68 Land, buildings, and equipment fund</td>
<td></td>
<td>68</td>
</tr>
<tr>
<td>69 Endowment fund</td>
<td></td>
<td>69</td>
</tr>
<tr>
<td>70 Other funds (describe)</td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

| Organizations that do not use fund accounting, check here □ □ □ and complete lines 71 through 75 (see instructions) | | |
| 71 Capital stock or trust principal | | 71 |
| 72 Paid-in or capital surplus | | 72 |
| 73 Retained earnings or accumulated income | | |
| 74 Total fund balances or net assets (add lines 67a through 70 OR lines 71 through 73; column (A) must equal line 19 and column (B) must equal line 21) | | |
| 75 Total liabilities and fund balances/net assets (add lines 66 and 74) | | |

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes the organization’s programs and accomplishments.
### Part V

**List of Officers, Directors, Trustees, and Key Employees**

<table>
<thead>
<tr>
<th>(A) Name and address</th>
<th>(B) Title and average hours per week devoted to position</th>
<th>(C) Compensation (If not paid, enter -)</th>
<th>(D) Contributions to employee benefit plans &amp; related compensation</th>
<th>(E) Expense account and other allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEE ATTACHMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Did any officer, director, trustee, or key employee receive aggregate compensation of more than $100,000 from your organization and all related organizations, of which more than $10,000 was provided by the related organizations? □ Yes □ No

If "Yes," attach schedule—see instructions.

### Part VI

**Other Information**

- **76** Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity.
- **77** Were any changes made in the organizing or governing documents, but not reported to the IRS? If "Yes," attach a conformed copy of the changes.
- **78a** Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?
  - **78b** If "Yes," has it filed a tax return on Form 990-T, Exempt Organization Business Income Tax Return, for this year?
- **79** Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement; see instructions.
- **80a** Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization? (See instructions.)
  - **80b** If "Yes," enter the name of the organization ▪ and check whether it is □ exempt OR □ nonexempt.
- **81a** Enter the amount of political expenditures, direct or indirect, as described in the instructions.
- **81b** Did the organization file Form 1120-POL, U.S. Income Tax Return for Certain Political Organizations, for this year?
- **82a** Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?
  - **82b** If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions for reporting in Part III.)
- **83** Did the organization comply with the public inspection requirements for returns and exemption applications?
  - **84a** Did the organization solicit any contributions or gifts that were not tax deductible?
  - **84b** If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? (See General Instruction M.)
- **85** Section 501(c)(4), (5), or (6) organizations.—Were substantially all dues nondeductible by members?
  - **85a** Did the organization make only in-house lobbying expenditures of $2,000 or less?
    - **85b** If "Yes" to either 85a or 85b, do not complete 85c through 85h below.
    - **85c** Dues, assessments, and similar amounts from members for January 1994 and later.
    - **85d** Section 162(e) lobbying and political expenditures after December 1993.
    - **85e** Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices.
    - **85f** Taxable amount of lobbying and political expenditures (line 85d less 85e; see instructions.)
    - **85g** Does the organization elect to pay the section 6033(e) tax on the amount in 85f?
    - **85h** Does the organization elect to add the amount in 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?

- **86** Section 501(c)(7) organizations.—Enter:
  - **86a** Initiation fees and capital contributions included on line 12.
  - **86b** Gross receipts, included on line 12, for public use of club facilities (See instructions.)
  - **87a** Section 501(c)(12) organizations.—Enter: Gross income from members or shareholders.
  - **87b** Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)

- **88** At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership? If "Yes," complete Part IX.

- **89** Public interest law firms.—Attach information described in the instructions.

- **90** List the states with which a copy of this return is filed ▪ CALIFORNIA.

- **91** The books are in care of ▪ STEINBERG ASSOCIATES Telephone no. ▪ (415) 373-6452.
  - Located at ▪ 373 3RD AVE, SAN FRANCISCO, CAL. ZIP code ▪ 94122.

- **92** Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041, U.S. Fiduciary Income Tax Return, should check here ▪ 921 and enter the amount of tax-exempt interest received or accrued during the tax year ▪ 921.
**Part VII: Analysis of Income-Producing Activities**

Enter gross amounts unless otherwise indicated.

<table>
<thead>
<tr>
<th>Code</th>
<th>Amount</th>
<th>Exclusion code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

93 Program service revenue:
- a
- b
- c
- d
- e
- f
- g Fees and contracts from government agencies
94 Membership dues and assessments
95 Interest on savings and temporary cash investments
96 Dividends and interest from securities
97 Net rental income or (loss) from real estate:
  - a debt-financed property
  - b not debt-financed property
98 Net rental income or (loss) from personal property
99 Other investment income
100 Gain or (loss) from sales of assets other than inventory
101 Net income or (loss) from special events
102 Gross profit or (loss) from sales of inventory
103 Other revenue:
  - a Educational materials
  - b Franchise tax refund
  - c
  - d
  - e

104 Subtotal (add columns (B), (D), and (E))
105 TOTAL (add line 104, columns (B), (D), and (E)).

Note: (Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I.)

**Part VIII: Relationship of Activities to the Accomplishment of Exempt Purposes**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes). (See instructions.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>Dues are used to defray overhead costs</td>
</tr>
<tr>
<td>95</td>
<td>Interest is excluded under Code Section 103</td>
</tr>
<tr>
<td>101</td>
<td>Special events contribute to community awareness</td>
</tr>
<tr>
<td>102</td>
<td>Prior year state franchise tax refund</td>
</tr>
</tbody>
</table>

**Part IX: Information Regarding Taxable Subsidiaries**

<table>
<thead>
<tr>
<th>Name, address, and employer identification number of corporation or partnership</th>
<th>Percentage of ownership interest</th>
<th>Nature of business activities</th>
<th>Total income</th>
<th>End-of-year assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>%</td>
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<td></td>
<td>%</td>
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<td></td>
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</tr>
</tbody>
</table>

Please sign here. Under penalties of perjury, I declare that I have examined this return including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Preparer's signature: ________________ Date: ________________

Preparer's social security no.: ________________

**Paid Preparer's Use Only**

Preparer's signature: ________________ Date: ________________

Preparer's social security no.: ________________

Name: Steinberg Associates
Address: 1583 37th Avenue
City, State, ZIP: San Francisco, CA 94122

SCHEDULE A (Form 990)
Organizations Exempt Under Section 501(c)(3)
(Except Private Foundation), and Section 501(a), 501(f), 501(k),
or Section 4947(a)(1) Nonexempt Charitable Trust

1993

Name of the organization: WATER AND NETWORK OF THE UNITED STATES

Supplementary Information

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees
(See instructions.) (List each one. If there are none, enter “None.”)

<table>
<thead>
<tr>
<th>(a) Name and address of each employee paid more than $30,000</th>
<th>(b) Title and average hours per week devoted to position</th>
<th>(c) Compensation</th>
<th>(d) Contributions to employee benefit plans &amp; deferred compensation</th>
<th>(e) Expense account and other allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of other employees paid over $30,000

Part II Compensation of the Five Highest Paid Persons for Professional Services
(See instructions.) (List each one. If there are none, enter “None.”)

<table>
<thead>
<tr>
<th>(a) Name and address of each person paid more than $30,000</th>
<th>(b) Type of service</th>
<th>(c) Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of others receiving over $30,000 for professional services

Part III Statements About Activities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If “Yes,” enter the total expenses paid or incurred in connection with the lobbying activities. $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking “Yes,” must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any of its trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Sale, exchange, or leasing of property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Lending of money or other extension of credit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Furnishing of goods, services, or facilities?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Payment of compensation (or payment or reimbursement of expenses if more than $1,000)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Transfer of any part of its income or assets?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the answer to any question is “Yes,” attach a detailed statement explaining the transactions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Does the organization make grants for scholarships, fellowships, student loans, etc.?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Attach a statement explaining how the organization determines that individuals or organizations receiving grants or loans from it in furtherance of its charitable programs qualify to receive payments. (See instructions.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Paperwork Reduction Act Notice, see page 1 of the Instructions to Form 990 (or Form 990-EZ). Cat. No. 11285P Schedule A (Form 990) 1993
## Part IV Reason for Non-Private Foundation Status (See instructions for definitions.)

The organization is not a private foundation because it is (please check only ONE applicable box):

| 5 | ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i). |
| 6 | ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V, page 3.) |
| 7 | ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii). |
| 8 | ☐ A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v). |
| 9 | ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital’s name, city, and state. |
| 10 | ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(v). (Also complete the Support Schedule below.) |
| 11a | ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(v). (Also complete the Support Schedule below.) |
| 11b | ☐ A community trust. Section 170(b)(1)(A)(v). (Also complete the Support Schedule below.) |
| 12 | ☒ An organization that normally receives: (a) no more than ½ of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975, and (b) more than ½ of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions—subject to certain exceptions. See section 509(a)(2). (Also complete the Support Schedule below.) |
| 13 | ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: (1) lines 5 through 12 above; or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3)). |

Provide the following information about the supported organizations. (See instructions for Part IV, line 13.)

<table>
<thead>
<tr>
<th>(a) Name(s) of supported organization(s)</th>
<th>(b) Line number from above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14 | ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See instructions.) |

### Support Schedule (Complete only if you checked a box on lines 10, 11, or 12 above.) Use cash method of accounting.

Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

<table>
<thead>
<tr>
<th>Calendar year (or fiscal year beginning in)</th>
<th>(a) 1992</th>
<th>(b) 1991</th>
<th>(c) 1990</th>
<th>(d) 1989</th>
<th>(e) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Gifts, grants, and contributions received (Do not include unusual grants. See line 28.)</td>
<td>8764</td>
<td>21925</td>
<td>2200</td>
<td>6517</td>
<td>6440K</td>
</tr>
<tr>
<td>16 Membership fees received</td>
<td>2195</td>
<td>110</td>
<td>381</td>
<td>2654</td>
<td>5330</td>
</tr>
<tr>
<td>17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is not a business unrelated to the organization’s charitable, etc., purpose</td>
<td>130</td>
<td>27</td>
<td>2769</td>
<td>175</td>
<td>3401</td>
</tr>
<tr>
<td>18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975</td>
<td>69</td>
<td>379</td>
<td>800</td>
<td>110</td>
<td>1358</td>
</tr>
<tr>
<td>19 Net income from unrelated business activities not included in line 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Tax revenues levied for the organization’s benefit and either paid to it or expended on its behalf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Total of lines 15 through 22</td>
<td>11150</td>
<td>22441</td>
<td>31152</td>
<td>9456</td>
<td>74197</td>
</tr>
<tr>
<td>24 Line 23 minus line 17</td>
<td>11140</td>
<td>22441</td>
<td>28831</td>
<td>9281</td>
<td>71096</td>
</tr>
<tr>
<td>25 Enter 1% of line 23</td>
<td>111</td>
<td>224</td>
<td>311</td>
<td>946</td>
<td></td>
</tr>
</tbody>
</table>

| Organizations described in lines 10 or 11: |
| a | Enter 2% of amount in column (a), line 24 |
| b | Attach a list (which is not open to public inspection) showing the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1989 through 1992 exceeded the amount shown in line 26a. Enter the sum of all these excess amounts here | | | |

(Support Schedule continued on page 3)
Part IV Support Schedule (continued) (Complete only if you checked a box on lines 10, 11, or 12)

27 Organizations described on line 12:
   a. Attach a list, for amounts shown on lines 15, 16, and 17, to show the name of, and total amounts received in each year from, each "disqualified person." Enter the sum of such amounts for each year:

   b. Attach a list to show, for 1989 through 1992, the name of, and amount included in line 17 for, each person (other than a "disqualified person") from whom the organization received, during that year, an amount that was more than the larger of (1) the amount on line 25 for the year or (2) $5,000. Include organizations described in lines 5 through 11, as well as individuals. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of all these differences (the excess amounts) for each year:

28 For an organization described in line 10, 11, or 12, that received any unusual grants during 1989 through 1992, attach a list (which is not open to public inspection) for each year showing the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not include these grants in line 15. (See instructions.)

Part V Private School Questionnaire
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

29 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? ____________________________
   Yes [ ] No [ ]

30 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? ____________________________
   Yes [ ] No [ ]

31 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? ____________________________
   Yes [ ] No [ ]
   If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.) ____________________________

32 Does the organization maintain the following:
   a. Records indicating the racial composition of the student body, faculty, and administrative staff? ____________________________
   Yes [ ] No [ ]

33 Does the organization discriminate by race in any way with respect to:
   a. Students' rights or privileges? ____________________________
   Yes [ ] No [ ]
   b. Admissions policies? ____________________________
   Yes [ ] No [ ]
   c. Employment of faculty or administrative staff? ____________________________
   Yes [ ] No [ ]
   d. Scholarships or other financial assistance? (See instructions.) ____________________________
   Yes [ ] No [ ]
   e. Educational policies? ____________________________
   Yes [ ] No [ ]
   f. Use of facilities? ____________________________
   Yes [ ] No [ ]
   g. Athletic programs? ____________________________
   Yes [ ] No [ ]
   h. Other extracurricular activities? ____________________________
   Yes [ ] No [ ]
   If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.) ____________________________

34a Does the organization receive any financial aid or assistance from a governmental agency? ____________________________
   Yes [ ] No [ ]
   b. Has the organization's right to such aid ever been revoked or suspended? ____________________________
   Yes [ ] No [ ]
   If you answered "Yes" to either 34a or b, please explain using an attached statement ____________________________

35 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation. (See instructions for Part V.) ____________________________
   Yes [ ] No [ ]
**Part VI-A**  
**Lobbying Expenditures by Electing Public Charities**  
(See instructions.)  
(To be completed ONLY by an eligible organization that filed Form 5768)

Check here □ if the organization belongs to an affiliated group (see instructions).

Check here □ if you checked a and "limited control" provisions apply (see instructions).

### Limits on Lobbying Expenditures

(The term "expenditures" means amounts paid or incurred)

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lobbying expenditures to influence public opinion (grassroots lobbying)</td>
<td>36</td>
</tr>
<tr>
<td>Total lobbying expenditures to influence a legislative body (direct lobbying)</td>
<td>37</td>
</tr>
<tr>
<td>Total lobbying expenditures (add lines 36 and 37)</td>
<td>38</td>
</tr>
<tr>
<td>Other exempt purpose expenditures (see Part VI-A instructions)</td>
<td>39</td>
</tr>
<tr>
<td>Total exempt purpose expenditures (add lines 38 and 39) (see Instructions)</td>
<td>40</td>
</tr>
<tr>
<td>Lobbying nontaxable amount. Enter the amount from the following table—</td>
<td></td>
</tr>
<tr>
<td>If the amount on line 40 is—</td>
<td>The lobbying nontaxable amount is—</td>
</tr>
<tr>
<td>Not over $500,000</td>
<td>20% of the amount on line 40</td>
</tr>
<tr>
<td>Over $500,000 but not over $1,000,000</td>
<td>$100,000 plus 15% of the excess over $500,000</td>
</tr>
<tr>
<td>Over $1,000,000 but not over $1,500,000</td>
<td>$175,000 plus 10% of the excess over $1,000,000</td>
</tr>
<tr>
<td>Over $1,500,000 but not over $17,000,000</td>
<td>$225,000 plus 5% of the excess over $1,500,000</td>
</tr>
<tr>
<td>Over $17,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Grassroots nontaxable amount (see 25% of line 41)</td>
<td>42</td>
</tr>
<tr>
<td>Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36.</td>
<td>43</td>
</tr>
<tr>
<td>Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38.</td>
<td>44</td>
</tr>
</tbody>
</table>

Caution: File Form 4720 if there is an amount on either line 43 or line 44.

### 4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50.)

<table>
<thead>
<tr>
<th>Lobbying Expenditures During 4-Year Averaging Period</th>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar year (or fiscal year beginning in) ▶</td>
<td>1993</td>
<td>1992</td>
<td>1991</td>
<td>1990</td>
<td>Total</td>
</tr>
<tr>
<td>45 Lobbying nontaxable amount (see instructions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 Lobbying ceiling amount (150% of line 45(e))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47 Total lobbying expenditures (see instructions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48 Grassroots nontaxable amount (see instructions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 Grassroots ceiling amount (150% of line 48(e))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 Grassroots lobbying expenditures (see instructions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part VI-B  
**Lobbying Activity by Nonelecting Public Charities**  
(For reporting by organizations that did not complete Part VI-A)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:

a. Volunteers  
b. Paid staff or management (include compensation in expenses reported on lines c through h)  
c. Media advertisements  
d. Mailings to members, legislators, or the public  
e. Publications, or published or broadcast statements  
f. Grants to other organizations for lobbying purposes  
g. Direct contact with legislators, their staffs, government officials, or a legislative body  
h. Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means  
i. Total lobbying expenditures (add lines c through h)

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.
**Part VII**

**Information Regarding transfers To and Transactions and Relationships With Noncharitable Exempt Organizations**

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td><img src="x" alt=" " /></td>
<td><img src="x" alt=" " /></td>
</tr>
<tr>
<td>b</td>
<td><img src="x" alt=" " /></td>
<td><img src="x" alt=" " /></td>
</tr>
<tr>
<td>c</td>
<td><img src="x" alt=" " /></td>
<td><img src="x" alt=" " /></td>
</tr>
</tbody>
</table>

a Transfers from the reporting organization to a noncharitable exempt organization of:

- (i) Cash
- (ii) Other assets

b Other transactions:

- (i) Sales of assets to a noncharitable exempt organization
- (ii) Purchases of assets from a noncharitable exempt organization
- (iii) Rental of facilities or equipment
- (iv) Reimbursement arrangements
- (v) Loans or loan guarantees
- (vi) Performance of services or membership or fundraising solicitations

*If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.*

<table>
<thead>
<tr>
<th>Line no.</th>
<th>Amount Involved</th>
<th>Name of noncharitable exempt organization</th>
<th>Description of transfers, transactions, and sharing arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>51 &lt;</td>
<td>$500</td>
<td>San Francisco AIDS Network</td>
<td>Office space, telephone, copy services provided</td>
</tr>
</tbody>
</table>

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td><img src="x" alt=" " /></td>
<td><img src="x" alt=" " /></td>
</tr>
</tbody>
</table>

b If "Yes," complete the following schedule.
NOTICE OF NEW EMPLOYER IDENTIFICATION NUMBER ASSIGNED

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). The number assigned to you is shown above. It will be used to identify your business account, tax returns and documents, even if you don't have employees.

1. Keep a copy of the number in your permanent records.
2. Use your name and the number exactly as shown above on all Federal tax forms.
3. Use the number on all tax payments and tax-related correspondence or documents.

It is important to use the IRS prepared label when filing tax documents or the FTC coupons when making FTC payments. However, if this is not possible, you must use your EIN and the complete information as shown below to identify your account and avoid processing delays.

If for any reason the information below is not correct, please make the necessary changes.

WOMENS AIDS NETWORK OF THE UNITED STATES
% SAN FRANCISCO AIDS FOUNDATION
PO BOX 426182
SAN FRANCISCO CA 94142

DO NOT send documents or payments using your address as listed at the top of this letter. That address is for IRS use only.

We have established the filing requirements and tax period shown above for your account based upon the information provided. If you need help to determine your required tax year, get Publication 538, Accounting Periods and Methods, which is available at most IRS offices.

Assigning an Employer Identification Number does not grant tax-exempt status to nonprofit organizations. Any organization, other than a private foundation, having annual gross receipts normally of $5,000 or less is exempt by statute if it meets Internal Revenue Code requirements. Such organizations are not required to file Form 1023, Application for Recognition of Exemption, or Form 990, Return of Organization Exempt from Income Tax.

However, if your organization wants to establish its exemption and receive a ruling or determination letter recognizing its exempt status, file Form 1023 with the Key District Director. For details on how to apply for the exemption, see Publication 557, Tax-Exempt Status for Your Organization.

Thank you for your cooperation.
Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 501(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational documents or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1994, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 501(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given
notice that you would no longer be classified as an organization defined in section 509(a)(1).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-247, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.
Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Michael J. Quinn
District Director
# WOMEN'S AIDS NETWORK (WAN) MAJOR SUPPORTERS 1996

## FOUNDATIONS/CORPORATIONS
- Northern California Grantmakers AIDS Task Force: $40,000
- United Way of the Bay Area: $25,000

## COMMUNITY EVENTS
- AIDS Walk 1996: $20,000
- AIDS Dance-a-thon 1996: $2,500

## MAJOR DONOR CONTRIBUTIONS
- Anonymous Donor: $13,910

## TOTAL 1996 MAJOR SUPPORTERS
- $101,410

## TOTAL WAN REVENUE TO BE RAISED IN 1996
- $113,500
The Women's AIDS Network announces

The Special Women's Fund

You are eligible for $50 annually

if you are a woman who:

is HIV+;

is a San Francisco resident;

and

has an income less than $1300/month

Must Have Picture ID

For an appointment call: 415-202-7430

Check written day of appointment • No red tape!
Local AIDS groups express outrage over infant testing

by Cynthia Laird

The AIDS Legal Referral Panel (ALRP) and the Women’s AIDS Network (WAN) jointly expressed outrage at the agreement reached by both houses of Congress to include a mandatory HIV testing of newborns provision in the Ryan-White CARE Reauthorization Act of 1996.

President Clinton signed the five-year reauthorized CARE Act Monday, May 20 after a House-Senate conference agreed upon final details. The mandatory testing of newborn infants was the most publicly contentious issue.

Eileen Hansen, public policy director for ALRP and WAN, stated that the amendment is a complicated measure that purports to promote voluntary testing of pregnant women.

However, the measure actually encourages states to implement mandatory testing programs by providing federal funds to set up such programs, Hansen stated.

The measure also requires states to begin mandatory testing of newborns by the year 2000 if they cannot show a 50 percent reduction in the rate of new AIDS cases resulting from perinatal transmission or that 95 percent of women seeking prenatal care have been tested.

Hansen pointed out that if states do not attain these unreachably high goals, they will risk losing their critically important Ryan White CARE Act funds. She stated that this will result in state legislatures adopting mandatory HIV testing of pregnant women or newborns soon.

According to Hansen, several states have already reported that they will not be able to meet the criteria outlined in the HIV testing provision, and will therefore be forced to adopt mandatory HIV testing of newborns.

The Ryan White CARE Act is an important program that funds healthcare and other services to thousands of people living with HIV/AIDS, Hansen stated. Believing that the CARE Act is vital to people with HIV/AIDS, the ALRP and WAN have worked together with other national organizations to secure passage of the act.

Hansen added. However, neither the ALRP nor WAN supported passage of the CARE Act with a mandatory testing provision attached.

“The Ryan White CARE Act is an inappropriate place for testing measures to be attached,” Hansen said. “The CARE Act funds programs that provide healthcare for people with HIV/AIDS. Nothing in this amendment enables care to be provided after someone tests HIV positive.”

Hansen added that mandatory HIV testing of newborns will not prevent babies from becoming HIV infected, and will not save their lives. Mandatory testing of pregnant women will drive many women away from necessary prenatal care due to very real fears of discrimination and stigma, Hansen stated.

“Public health experts and the AIDS community agree that this is bad public health policy,” Hansen said.

The five-year reauthorization of the CARE act was delayed for many months, partly because of disagreements over the mandatory testing amendment.

Hansen said that during the delay, a campaign of misinformation was waged, in part fueled by conservative and right-wing members of Congress who convinced other legislators that the amendment would “save babies” from HIV.

Both the ALRP and the WAN run local, state, and national HIV public policy programs. Over the last several years, both groups have fought what Hansen described as “fierce battles” to keep mandatory HIV testing from becoming a reality. Recently, she added, the move toward mandatory testing has been directed at pregnant women and newborns.
THE WOMEN RECEIVING CERTIFICATES
OF COMPLETION TO BECOME STATEWIDE
HIV POLICY ADVOCATES ARE:

DOROTHY BARTOLOMUCCI
KAREN BOOTH
BONNIE CAMPBELL
CAROL DAWSON
CAMILLA DICKINSON
MARTHA DOWNEY
MARIAM FAROOQ
DOROTHY GOLDSTONE
SANDRA HOGAN
SAMANTHA LIAPES
KIMPERLY LEE
PATRICIA MYERS
LISA O'CONNOR
GUILLERMINA QUIJANO
TERESA BROWN SCOTT
PAULINE SYNDER
KAREN TOPAKIAN
CARLA WILSON

CONGRATULATIONS! WE HOPE MORE
WOMEN IN THE BAY AREA - AND
THROUGHOUT THE COUNTRY - WILL
LEARN TO BECOME ADVOCATES ON
BEHALF OF WOMEN AND HIV. POLICY
MAKERS NEED TO HEAR YOUR VOICES!
YOU ARE THE ONES WHO KNOW WHAT
NEEDS TO BE DONE IN THIS PANDEMIC!
COME TO SACRAMENTO WITH US. COME
TO WASHINGTON, DC WITH US. GET
INVOLVED AND JOIN WAN'S PUBLIC
POLICY INITIATIVE!
WOMEN DO GET AIDS.
That includes women who have sex with women...

And women who:

Have sex with men...

Do drugs...

Are all ages and colors...

Call themselves dykes... or don't.

Come hear the latest information on woman-to-woman HIV transmission and talk about our experiences and concerns as women who have sex with other women.

Tuesday, March 19, 1996
6:00 - 9:00 pm
The Women's Bldg. 3543 18th Street
bet. Valencia & Guerrero, S. F.
Presented by:
Women's AIDS Network (WAN)
in coordination with:
The Women's Building, Street Survival Project
Women Organized to Respond to
Life-threatening Diseases (WORLD)

Guest Panelists:
Amber Hollibaugh, Dir. of the Lesbian AIDS Project, NYC
Marj Plumb, Dir. of the Office of Gay & Lesbian Health Concerns for NYC's Health Dept.
along with a panel of women from the Bay Area

For more Information: 415/621-4160
childcare (24 hr advance notice)
FREE
What is WAN?

The Women’s AIDS Network (WAN), founded in 1983, is the oldest women’s AIDS organization in the world. WAN advocates and provides for the development and improvement of public policies, education and services for the diverse population of women infected and affected by HIV.

How does WAN serve the community?

*WAN holds monthly educational forums that bring together the diverse population of HIV+ women, activists, and service providers that make up our membership and the surrounding community. Together we learn, question, challenge, and take action on behalf of women living with HIV while connecting with other individuals and organizations within the community.

*WAN advocates for the rights and needs of women living with HIV and the organizations that serve them on the local, state, national, and international policy levels.

*WAN distributes a monthly newsletter alerting the community to upcoming events, available services, and policy trends that impact the lives of women living with HIV.

*WAN provides empowering information to women living with HIV and the people who care for and about them through educational forums, a monthly newsletter, a resource library, and responses to telephone and written requests for information and referrals.

*WAN’s Special Women’s Fund provides $50 annual cash grants to women living with HIV who are San Francisco residents and have an income of less than $1300/month.

How can you get involved?

*Attend our monthly General Membership Meetings (held the first Tuesday of every month at Lyon-Martin Women’s Health Services*)
*Join our Policy, Education, or Membership/Development Committees*
*Donate time, office/computer supplies, or funds to WAN
*Donate toiletries to the Special Women’s Fund
  (*call our office for meeting dates and times)

*BECOME A MEMBER!!!! FOR MORE INFORMATION, CONTACT:

WOMEN’S AIDS NETWORK
584 CASTRO STREET, SUITE 321
SAN FRANCISCO, CA 94114
TEL: (415) 621-4160
FAX: (415) 863-4740

*WAN is a 501(c)(3) organization
The Women’s AIDS Network (WAN) advocates and provides for the development and improvement of public policies, education and services for the diverse population of women infected and affected by HIV. WAN distributes monthly newsletters, holds monthly educational forums, resource library and offers information and referrals to women.

WAN recently completed its HIV Public Policy Advocacy Training for Women. As the first organization in the Bay Area to offer HIV advocacy training, this was our third- and most in-depth - year of training. Thirty-eight women were trained, with eighteen completing the course to become Statewide HIV Public Policy Advocates for Women. Fifteen trained women went to Sacramento with WAN for the 1996 AIDS Lobby Day and we brought another six who had been partially trained. WAN women met with their legislators, with the Women’s Caucus of the California Legislature and with representatives from various statewide departments such as the Office of Women’s Health, the AIDS Office and the Maternal and Child Health Branch.

WAN is thrilled to announce receipt of funding from the United Way. WAN received two-year funding to train young women in public policy advocacy. This funding complements our initial public policy funding from the Northern California Grantmakers AIDS Task Force, which enabled us to hire Eileen Hansen as Public Policy Director. This year, we are also grantees of the AIDS Walk 1996 and the 1996 AIDS Dance-a-Thon. Funding from these two sources will go to WAN’s Special Women’s Fund, which provides cash grants to women living with HIV.

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WAN’s next general community meeting is on July 2, at Lyon Martin Health Services at 9:00 am!
June 26, Wednesday 10 - 11:30 am
The SF Harm Reduction Coalition Working Group meets the last Wednesday of the month. The location of the meeting is at 3 St. Project, 1638 Kirkwood Ave, off 3rd St. in Bayview/Hunters Point. For directions call (415) 641-0485.

June 26, Wednesday 11:00 am - 12:30 pm
Positive Resource holds a workshop entitled, "Working While Receiving Government Benefits: The Do's and Don'ts". The free workshop will be conducted by Ruth Crowe, MSW and Ellen Stein, MPH of the Financial Benefits Program of the SF AIDS Foundation. The workshop will be held in the Life Conference Center, 1675 California St. (At Van Ness). For more information call (415) 928-1448.

June 27, Thursday 7:00 - 9:00 pm
AmFAR holds a community forum entitled, "Restoring the Immune System in HIV Disease". Panelists will discuss various recent and ongoing studies, gene therapies, vaccines and cytokines. Admission is free. HIV Care is at UCSF Laurel Heights Conference Center, 3333 California Street at Presidio. Reservations are required. Call Sher Viera at (415) 353-6215.

July 2, Tuesday 9:00 - 11:30 am
Women's AIDS Network holds their monthly general community meeting. The meeting is free and open to the public. WAN's meetings take place the first Tuesday of every month at Lyon-Martin Women's Health Services, 1748 Market Street (at Valencia). For more info call Alyssa at (415) 621-4160.

July 3, Wednesday 6:30 pm

July 15, Monday 6:30 - 8:00 pm
The Conant Foundation holds a community forum review of the XI International AIDS Conference. Speakers will represent the Center for AIDS Research at SF General, Project Inform, UCSF and the AIDS Office at the Dept. of Health. Event will take place at the Grand Ballroom at the Hyatt Union Square, 345 Stockton at Sutter. For more information call (415) 675-9848.

July 15, Monday 7:00 - 9:00 pm
A Yogic Approach to HIV is a series of six Monday classes offered by the Integral Yoga Institute for people infected or affected by HIV/AIDS. There is a $42.00 fee, but call if you need assistance. The Institute is located at 770 Dolores Street. Call (415) 821-1117.

July 17, 18, 19, 22, 23, Wednesday to Friday and Monday to Tuesday
Home Care Companions offer a Home Care Skills Workshop. This free education and training is for friends, partners & family who are caring for people with HIV and AIDS. Advanced reservations required and donations appreciated. Please call (415) 824-3269.

JOB LISTINGS

Administrative Assistant, Director of Human Resources and Administration, Director of Special Events, Grants Coordinator, Project Open Hand
Associate Director of Administration, Chapter Program Assistant, The Names Project
Nurse Practitioner/Physician Assistant, Patient Information Specialist, Haight Ashbury Free Clinic
Relief Counselor(s), Central City Hospitality House
Operations Manager, Under One Roof
Community Organizing Coordinator, Case Worker, Living Well Project

Positive Resource is a work referral service for people who are HIV positive. Call (415) 928-1448 for more information.

For specific information on the jobs listed above, call the WAN office at (415) 621-4160.

I WANT TO HELP TODAY

Please sign me up as the newest member of the Women's AIDS Network.

Support WAN's work with your membership and donation. Your contribution underwrites the cost of our monthly newsletters and community forums and helps us to keep women's issues in the forefront in the AIDS pandemic. Your donation to WAN also provides direct cash grants to women with HIV through our Special Women's Fund. All contributions are tax deductible.

Thank You!
Please remember WOMEN'S AIDS NETWORK in your estate plans.

Membership rates are:
☐ $0 People with HIV/AIDS
☐ $10 Special Needs
☐ $30 Individual
☐ $50 Organizational

Enclosed is my donation in the amount of:
☐ $25  ☐ $70  ☐ $250
☐ $50  ☐ $100  ☐ Other

☐ Check here if you are renewing your Women's AIDS Network membership.

Please Tear off this panel and mail it to:
Women's AIDS Network, 584 Castro Street, Suite 321, San Francisco, CA 94114
December 5, 1996

Ms. Eileen Hansen
Public Policy Director
Women's AIDS Network (WAN)
3543 18th Street
Suite 11
San Francisco, CA 94110

Dear Ms. Hansen,

We are sorry to inform you that the proposal which your organization submitted to the Macy's Passport Fund Grants Committee was not selected for funding this year.

We know that this is disappointing news and wish that resources had been sufficient to fund every proposal received. This decision in no way implies that there was not merit in the proposal which your organization submitted.

Macy's West was overwhelmed by the number of requests for support. The dollar amount available was approximately $180,000, including matching funds from Federated Corporation, and the total funds requested far exceeded this amount. In fact, most grants were awarded for amounts smaller than requested.

For your information, sixty-nine grants proposals were received from throughout our division. Of these, twenty-seven came from the Bay Area and sixteen were from the Los Angeles area. The remaining requests came from Sacramento (2), Orange County (2), San Diego (2), Dallas (3), Houston (6), Las Vegas (4), Phoenix (2), Tucson (2), and Minneapolis/St. Paul (3).

The Committee of thirteen individuals was composed of community HIV/AIDS Leaders, grantmakers from the corporate and foundation sectors, former recipients of Passport funding in the Bay Area and Los Angeles areas, as well as two members of the Macy's Community Relations staff. The committee included men and women of color, gay men and lesbians, and people living with HIV/AIDS.
All the proposals were of good quality and represented worthwhile and important programs making the decision process challenging. The proposals were studied carefully by review “teams” who then made recommendations which were further reviewed by the total committee.

We are grateful to all of the supporters of Passport and the Federated Foundation who have made these funds available for HIV/AIDS support throughout our trading area, as well as to the hardworking Grants Committee.

Enclosed is the complete list of grants awarded for the 1996 funding period. We wish you well in the important work you are doing. Applications and guidelines for 1997 will be available after April 1, 1997, and will be sent to your agency. Please do not call Macy’s Community Relations prior to that date.

We wish you the best as we approach the Holiday Season and thank you for all of your valuable efforts on behalf of people living with HIV/AIDS.

Sincerely,

Larry Hashbarger  Delia F. Ehrlich
Community Relations Director  Community Relations Manager
WANT:

need and organize
large program

Diabetes could make
much of a difference

not as crucial care

survive 1/10 grant

69 requests;

33 funded

$510 K

make difference

12/20/96
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### PASSPORT FUND '96

#### RECIPIENTS

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